



## Job Announcement

Banteay Srei (Citadel of Women) is a registered Cambodian NGO with over twenty years' experience working with poor vulnerable Cambodian women and communities in rural areas to promote women in political, economic and social development. Banteay Srei evolved from the International Women's Development Agency (IWDA), an Australian NGO, and has become a leading Cambodian NGO in the areas of building women's leadership in rural areas, strengthening women's participation in local community development processes, promoting gender equality and women's rights, and increasing community action on positive gender relations and against gender-based violence. **Banteay Srei is looking for highly qualified and dynamic candidate to fill the position of Finance and Admin Assistant**, based in Phnom Penh with 50% of time travel to provinces.

### Key Responsibilities:

- Assist SFAO to manages all day to day accounting functions ensuring accurate financial transaction records; clear bank transactions; compliance with programme budgets, and; maintains computerised accounts.
- Maintain Banteay Srei Phnom Penh Petty cash Fund.
- Release cash after petty cash voucher Approved, record in Petty cash log book with transaction referent, date, description, amount and stamp paid.
- Summary Petty cash report to Senior Finance & Admin Officer for certified and Executive director approval for new replenishment.
- Undertake regular cash count of Petty cash fund with SFAO every time of replenishment obtained.
- Carefully checks all invoices, receipts, and other support documents in CDJ (Cash Receipts, Cash Disbursement, and General Journal) to make sure that all information is accurate.
- Prepares and disburses all payments/receipts of funds after approval and makes sure that all payments/receipts were stamped paid/received.
- Follows up cash advances and clears advances.
- Maintains daily records and monitors cash flow and bank transactions.
- Processes all financial requirements of staff including monthly pay-roll, NSSF, Staff Insurance and other payments or entitlements of staff according to Banteay Srei policies.
- Posting all vouchers into Banteay Srei financial system.
- Prepare all supporting documents for monthly cash count and bank reconcile.
- Assist SFAO to consolidates the organisation's quarterly financial reports to and six monthly.
- Support SFOA to facilitates an annual external audit.
- Join financial field monitoring with SFAO.
- Assist SFAO to provide financial capacity building to CBOs and community saving groups.
- Updates the filing cabinets and archives old documents related to finance.
- Issue letter in and out for finance unit.
- Prepare any document related to bank (Add or delete signature, statement).
- Assist in preparing /making payment to supplier (Copy, supply, fuel, Tel-Internet ...) or tax other.
- Review /Follow up the Inventories or stock of supplies (Office kitchen)

- Be Ensure that each staff personal file is proper kept and complied with Cambodia labour code and Banteay Srei policies/ guideline.
- Works with the SFAO to ensure that staff understand and adhere well to Banteay Srei finance policy, rules, procedures and guidelines,
- Involves in developing relevant forms and templates for internal use
- Performs other assignments/tasks as requested by SFAO.

**Qualifications:**

- A relevant qualification in Finance& Accounting and at least 1-2 years of experience in finance.
- Good understanding of the theory and practice in financial management & administration
- Ability to organise and assist organisational financial audits.
- Good written and spoken English language skills.
- Good knowledge of computer skills (systems and applications), with particular experience in accounting programmes such as QB.
- At least 1-2 years' experience working for an NGO in a similar position
- Works well as part of a multi-cultural team
- Practices active listening
- Ability to work with the complicate financial system
- Ability to work with people of different backgrounds
- Outgoing personality with good communication and training skills.
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Ability to perform tasks in accordance to BtS organisational values.
- Willing to learn to new things of finance and admin works.

Interested and qualified candidates should send applications (CV and a cover letter) to Banteay Srei by email: [banteaysrei\\_finance@online.com.kh](mailto:banteaysrei_finance@online.com.kh) or office addresses in Phnom Penh: #19B, St. 145, Psar Doem Tkov, Chamcarmon, Phnom Penh. Tel: 023 216 922. Detailed job description is available on our website: [www.banteaysrei.info](http://www.banteaysrei.info). Women are strongly encouraged to apply.

**Only short-listed candidates will be contacted.**  
**Closing date: Friday 9<sup>th</sup> December, 2016 at 5:00pm**