

JOB DESCRIPTION

Job Title:	Finance and Admin Manager (FAM)
Job Location:	Banteay Srei Office in Phnom Penh, 50% travel to provinces
Reporting to:	Executive Director
Responsible for:	Finance and Admin Officers (FAO), Procurement and Admin Officer (PAO), Finance and Admin Assistant (FAA)
Other key relationships:	Program Manager, HR Manager, Provincial Managers, Team Leaders, COs
Status:	Full time, Specified Duration Contract

1. GENERAL DESCRIPTION:

Finance and Admin Manager (FAM) is a core member of the Management Committee (MC), and mainly responsible for leading and overseeing the management, coordination and supervision of all finance, procurement and admin aspects of Banteay Srei including budget planning, consolidate and reporting. The FAM is responsible for the smooth functioning of all support systems for the Banteay Srei offices, including systems specific to financial planning and management, and administration.

RESPONSIBILITIES:

a. Financial Management and Operation (50% of time)

- Designs, implements, maintains and manages an effective system of controls, covering non-financial as well as financial elements,
- Develops, implements and reviews/revise financial policy, procurement policy, anti-corruption policy as required, and ensures on-going compliance with donors' financial and procurement policies and anti-corruption policy,
- Prepare individual project and global budget of a yearly budget and strategic plan budget for approval by the Executive Director.
- Prepare monthly, quarterly, semi-annual and annual financial and procurement reports, and completed project and strategic plan financial and procurement reports. Submit and presentation to ED and BoD.
- Join MC and BoD quarterly meeting
- Oversees the prudent management of resources (including grants) within budget guidelines and to the highest ethical standards,
- Manages all finance and procurement monitoring, reporting and communication in regard to financial resources,
- Contributes to the preparation of proposals for funding, as well as the resources mobilization strategy in general, as required.
- Design Quick Book accounting system and provide capacity building to finance staff.
- Provide finance and procurement training to non-finance staff and finance staff.
- Conduct internal financial audit and pre pare for external financial audit.
- Review all posting in QB, financial and procurement reports from all BS offices. During the absent of FAC and/or FAO, FAM will take over key task of FAC and/or FAO.

b. Human Resource Management (20% of time)

- Support the recruitment process and staff capacity development according to the needs of the organization
- Contributing to all strategic and policy decisions.
- Supervises and manages the work of finance and other operational staff including conducting annual performance reviews and providing regular development supervision,
- Develops, and oversees implementation and periodic review of human resource management strategies and policies, and follows CCC GPP accreditation and the Cambodian labour-Law, where appropriate,
- Maintains all records pertaining to staff, consultants, interns and/or volunteers, including position descriptions, contracts of employment, leave entitlement records, performance appraisals, etc.
- Oversees implementation and maintenance of a comprehensive payroll system,
- Ensures that policies are fully implemented and performance management and other such staff issues are addressed appropriately in line with the labour law and in a timely manner.
- Maintains and develops organisational culture, upholding BS's values and reputation with all staff, partners, donors and regulatory/official bodies,
- Identifies key issues related to organisational development, capacity building and learning processes within Banteay Srei, and make recommendations to the Executive Director to address relevant issues requiring a response.

- Develops terms of reference and coordinates consultants and volunteers for different assignments related to the work of Banteay Srei.

c. Administrative and Procurement Management and Logistic Support (25% of time)

- Assist the allocation of resources toward the organization's enabling objectives so that they effectively support its programmatic work,
- Actively coordinates with the Program Team in planning and implementation pursuant to the country strategies and annual plans,
- Manages all monitoring, reporting and communication in regard to administrative matters at a level acceptable to the Executive Director and in accordance with donor requirements,
- Establishes and maintains an asset register; oversees appropriate maintenance of assets,
- Manages all monitoring, reporting and communication in regard to assets and related physical resources and be active about identifying resource issues in developing budgets eg if computers need to be upgrade this is factored in when planning the annual budget,
- Ensures all information and communication technology needs of the team are met by efficient, effective, and accessible solutions;
- Ensures that the logistic support for organisation and program operation is provided adequately,
- Coordinates with the senior level managers to assess and manages risk relating to Banteay Srei finance, procurement and operations.

d. Other (5% of time)

- Actively promotes a positive learning environment within Banteay Srei,
- Attends high level meetings and presentations where appropriate,
- Participates in, and where appropriate, leads Banteay Srei team meetings and other events,
- Actively reflects and learns with team members,
- Maintains an active and up to date professional development plan for personal capacity development,
- Be available to support Banteay Srei's work in the provincial level if requested,
- Performs other duties as requested.

2. PERSON SPECIFICATION:

a) Knowledge and qualifications:

- Post-graduate qualifications in a relevant field of study in finance and accountancy preferred,
- Extensive understanding of the theory and practice with respect to financial and procurement management, administration and operations, and human resource management,
- Detailed understanding of collaborative processes, principles of relationship management and the formation of partnerships.

b) Skills and experience:

- Extensive experience in complex and diversity of grant management
- Extensive experience in: financial management, administration and operations, and human resource management,
- Supervision of staff,
- High level influencing and negotiation skills,
- Demonstrated leadership skills including advanced capacity to develop and promote shared values, a common perspective, respect and trust,
- High level communication and interpersonal skills.

c) Characteristics:

- 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.
- Good team leader.
- Ability to perform tasks in accordance to Banteay Srei organisational values.