

JOB DESCRIPTION

Job Title:	Finance and Admin Officer (FAO)
Job Location:	Banteay Srei Office in Phnom Penh
Responsible to:	Finance and Admin Manager (FAM)
Responsible for:	Finance and Admin Assistant Interns (FAA)
Other key relationships:	Executive Director, Monitoring and Evaluation Coordinator, Human Resource Coordinator, Provincial Managers, Team Leaders, Finance and Admin Officers in Provinces, Finance and Admin Assistants in Provinces.
Status:	Full time, Specified Duration Contract (one year contract with possibility to extend)

1. GENERAL DESCRIPTION

The Finance and Admin Coordinator will play an important role in the financial operations of Banteay Srei, and in ensuring timely flows of financial information to the Finance and Admin Manager and Executive Director. The FAC will be also handled all payments, and transfers of funds.

2. RESPONSIBILITY

a) Financial Transactions/Operations (80%)

- Manages all day to day accounting functions ensuring accurate financial transaction records; clear bank transactions; compliance with programme budgets, and; maintains computerised accounts.
- Carefully checks all invoices, receipts, and other support documents in CDJ (Cash Receipts, Cash Disbursement, 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 and other payments or entitlements of staff according to Banteay Srei policies.
- Consolidates quarterly financial reports for responsible donors to FAM and ED for review and approve.
- Ensures delivery of timely financial reports to donors (include individual donor reports such as UN Women, DW EU.....).
- Communicates with the response donors regarding specific financial issues as and when required.
- Facilitates an annual external audit.

b) Administration (10% of time)

- Updates the filing cabinets and archives old documents.
- Performs supplier/beneficiary, quotation, and conducts spot checks
- Provides leadership, assistance and training to provincial finance and administrative staff.

- Manages office administrative needs including office rental agreements, insurance and asset maintenance.

c) Other Assignments (10% of time)

- Works with the FAM to ensure that staff understand and adhere well to Banteay Srei finance policy, rules procedures and guidelines,
- Involves in financial policy revision/development, and/or make suggestions/recommendations for improvement as appropriate,
- In consultation with the FAM prepares paperwork and internal/external correspondences relating to financial matters,
- Involves in developing relevant forms and templates for internal use
- Supports in budget plan development,
- Performs other assignments/tasks as requested by FAM.

3. PERSON SPECIFICATION

a) Education and Knowledge

- A relevant qualification e.g. BA in the field of finance/accountant, or at least 1-2 years of work experience in finance with NGOs or private sector,
- Good understanding of the theory and practice in financial management, administration and operations,

b) Skills/Abilities and Experience

- Ability to organise and conduct organisational financial audits.
- Ability to produce high quality and timely reports and financial reports.
- Good written and spoken English language skills.
- Good knowledge of computer skills (systems and applications), with particular experience in accounting programmes
- At least 1-2 years' experience working for an NGO or private sector 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

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.
- Ability to perform tasks in accordance to BS organisational values.