

JOB DESCRIPTION

Job Title:	Finance and Admin Assistant (Intern)
Job Location:	Banteay Srei Office in Phnom Penh
Responsible to:	Finance and Admin Officer (FAO)
Responsible for:	NA
Other key relationships:	Executive Director, Finance and Admin Manager, Provincial Managers, M&E Coordinator, Team Leaders, Finance and Administration Officers
Status:	Full/Part time, Specified Duration Contract

1. GENERAL DESCRIPTION

The Finance and Admin Assistant (FAA) will play an important role to assist FAO in the financial operations of Banteay Srei. The FAA will be also held in handle all payments, and transfers of funds.

2. RESPONSIBILITY

a) Financial Transactions/Operations (60%)

- Carefully check all invoices, receipts and supporting documents attached in CARD Vouchers to make sure appropriate/acceptable documents, information, address, price, and apply with Banteay Srei policy... before sent to FAO for certified and then after that send to ED approval.
- Proceed & maintain finance vouchers, filling daily & monthly financial record in appropriate folders.
- Prepare/issue Cheque(s) after the CARD Vouchers have been certified and approved level of authority.
- After payment or receipt fund, Card Voucher need to put its' reference number continue as order, date of transaction and make its' stamp to show the completed Card Voucher.
- Follow up number of advance token are within the limitation and ensure that all cash advances are liquidated on time.

b) Finance Administration (30% of time)

- Assist in preparing/making payment to suppliers (Copy, Supply, Fuel, Tel-Internet...) or tax or others.
- Review/follow up the inventories or stock of supplies (Office, Kitchen).
- Be ensured that each staff personal file is proper kept
- Be ensured that all staff's leave and other documents are proper tracking recorded and monthly updated.
- Review and follow up the vehicle log sheets (fuel, usage, maintenance ...)
- Prepare inventory and asset list and do asset count.
- Print, copy and scan documents.

c) Other Assignments (10% of time)

- Performs other assignments/tasks as requested by FAO.

3. PERSON SPECIFICATION

a) Education and Knowledge

- A relevant qualified university student in Finance& Accounting and at least from year 2.
- Good understanding of the theory and practice in financial management & administration

b) Skills/Abilities and Experiences

- 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.
- 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.
- Willing to learn to new things of finance and admin works.