



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 a qualified and dynamic university student to fill the position of Finance and Admin Assistant (intern)**, based in Phnom Penh with travel to provinces sometimes.

Key Responsibilities:

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.

Qualifications:

- 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

- 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
- 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@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. Women are strongly encouraged to apply.

Only short-listed candidates will be contacted.

Closing date: 2 April, 2017 at 5:00pm