



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 person to fill the position of Finance and Admin Officer**, based in Phnom Penh with 50% of time travel to provinces.

Key Responsibilities:

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.

Qualifications:

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.

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