



Job Announcement

Caritas Cambodia is an International Non-Governmental Organization has been working in sixteen provinces of Battambang, Siem Reap, Kampong Thom, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng, Outdormean Chey, Kompong Cham, Kampong Chhnang, Pailen, Pursat, Rattanakiri provinces and Phnom Penh City in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking qualified and motivated National Candidates to fill in the below positions:

1. Finance Manager (1 Position based in National Office Phnom Penh)

The Finance Manager is working under the guidance and direct supervision of the Assistant Director for Finance and Admin. The Finance Manager will be based in Phnom Penh, with frequent travel to provinces.

The overall responsibility of Finance Manager is to assist the Assistant Director for Finance & Admin in implementing, directing, overseeing and controlling of financial management of Caritas Cambodia. Ensuring a good coordination with provincial & national levels and partners. Consolidate financial reports and audit report, and coordinate external audits as required. Provide technical assistance to Programmes to make sure it complies with financial policies, system and procedure of Caritas Cambodia.

Participate in the Management Committee Meeting, developing Financial Policy and Strategy, provide regular feedback and annual staff performance appraisal for finance team. She/he is required to respect the Vision and Mission of Caritas.

Major Responsibilities:

- ☀️ Oversee the transfer of funds from all donors to Cambodia and from National Office Phnom Penh bank accounts to regional offices in the Provinces;
- ☀️ Oversee payments made by the Phnom Penh Finance Office, (examples include project and program expenses, operational costs for National Office Phnom Penh and payments to staff members);
- ☀️ Oversee the management of all cash and bank accounts;
- ☀️ Manage Caritas Cambodia Program investments to ensure earned interest on overseas accounts is maximized;
- ☀️ Approve monthly bank and cash reconciliations;
- ☀️ Approve all Phnom Penh generated expense and income vouchers according to Caritas Cambodia financial procedures;
- ☀️ Maintain, and develop as required, the standard accounting procedures for all Caritas activities;
- ☀️ Oversee the maintenance of internationally accepted accounting records for the program, including use of a computerized accounting system;
- ☀️ Maintain, and further develop as required, standard financial reporting procedures for the Program;
- ☀️ Ensure monthly accounts are accurately posted;
- ☀️ Review monthly variance explanations to ensure their adequacy;
- ☀️ Audit project financial systems as scheduled. This should include savings and credit groups;
- ☀️ Make periodic projections of Caritas cash requirements, and alert the Executive Director well in advance of any expected problems.
- ☀️ Communicate with donors on financial issues, including requests for funds and acknowledgements for funds received;

- ✿ Maintain records of donor correspondence and transactions related to finance. Maintain a schedule of the reporting requirements on all contracts, and alert PME Department to ensure that all reporting requirements are met;
- ✿ Prepare external financial reports for Caritas headquarters, donor agencies, Governments and others as required for distribution;
- ✿ Assist the PME Department in preparing funding proposals;
- ✿ Monitor and provide advice and technical assistance to projects on the Caritas program financial policies and procedures (eg cash control, advances, expense coding, record keeping, approval systems, and documentation) at regional level;
- ✿ Train basic financial management to all relevant staff;
- ✿ Participate in the recruitment of finance staff;
- ✿ Prepare consolidated reports for an annual audit, and any other audit as required by donors or requested by the Executive Director. This includes pre-audit documents and the annual status report on Auditor's recommendations;
- ✿ Manage and coordinate external audits as required;
- ✿ Implement all recommendations of the management report provided by the Auditors;
- ✿ Assist all areas of Caritas with the development of project budgets. Including checking the accuracy of budget calculations and maintaining the file of detailed budgets;
- ✿ Prepare the National Office Phnom Penh office budgets in consultation with the Management Committee;
- ✿ Prepare consolidated budgets, revised budgets, and facilitate the mid-year budget review;
- ✿ Prepare the funding plan to ensure coverage of budgeted expenditure;
- ✿ Supervise and approve the monthly calculation of staff payroll and national staff income tax;
- ✿ Maintain national staff records of Provident Fund;
- ✿ Serve as a member of the Management Committee Team;
- ✿ Oversee the monitoring and recovery of amounts owed by staff members or third parties to Caritas, and report any problems to the Executive Director;
- ✿ Stand-in for the Assistant Director for Finance and Admin as required;
- ✿ Bring to the attention of the Executive Director any problems or concerns that arise whilst undertaking any of the above duties;
- ✿ Any other task may be delegated if necessary by the supervisor.

Qualifications:

- ✿ Master degree in Accounting/Finance or other equivalent skills
- ✿ Minimum 5 years experience in finance with INGO is a plus
- ✿ Strong ability in financial management and supervisory skills
- ✿ Analytical skills and problem solving skills
- ✿ A high degree of flexibility, adaptability and creativity
- ✿ Excellent interpersonal skill, strong integrity and leadership quality
- ✿ Excellent written and spoken skills in English and Khmer
- ✿ Computer literacy (Word, Excel, Power Point, Internet and Email)
- ✿ Very Good Peachtree Software ESSENTIAL
- ✿ Excellent knowledge and skills in finance and proficiency in financial planning, budgeting, and auditing
- ✿ Excellent communications skills in English and Khmer
- ✿ Commitment to Caritas Cambodia's Mission, Vision and Values
- ✿ Must have a strong confident and honesty and can work under pressure
- ✿ Be able to works independently and meet the deadlines

Interested candidates are requested to submit Caritas Application Form and their CV together with a cover letter clearly states the position you are applying for, at #416A, St.7E, Group 06, Phum Paprak Tbong, Sangkat Kakap, Khan Por Senchey, Phnom Penh Tel: 023 888 116/023 888 126 or Email:recruitment@caritascambodia.org by **19th February 2024 @12:00pm**. Only shortlisted candidates will be contacted for an interview.

**Applicants are requested to fill the APPLICATION FORM attached to the announcement
Do not attach documents and certificates by e-mail.**

The qualified candidates are encouraged to apply for.