

Job Announcement

Admin and Finance Officer

As a key member of NH Cambodia Management Team, the Admin and Finance Officer will be in charge of overseeing the accounting for NH projects.

She/he will be based in Kampong Chhnang Office. The position requires the ability to work autonomously as well as a high standard of accuracy and accountability.

She/he will also work in close collaboration with other members of management team (Cambodian and foreigners), in particular with staff members of the Finance Unit. She/he will report directly to the Finance Manager and Administrator.

By complying herself/himself with NH vision, mission and policies, she/he will contribute to achieve the organization goals and objectives.

Key Responsibilities:

Assist the Finance Manager as following:

- Ensure NH financial policies and procedures are properly followed and complied with donor procedure
- Translate invoices from Khmer language to English language
- Control that all payments have been properly approved and authorized by Finance Manager (or appropriate supervisor) according to NH or donor procurement policies.
- Prepare documents for financial assessments as requested by donor or NH headquarter in Italy. Check that all payment vouchers in projects are completed according to NH standard (with a special attention to codification and supporting documents).
- Ensure collection of all accounting documentation and prepare financial report following donor requirements on a timely and a regular basis.
- Check that daily expenditures are reasonably fair and based on the market prices
- Provide good financial services and be able to deal the issues of finance tasks smoothly with all staff especially donor.
- Carry out any other related tasks as agreed with the Finance Manager and/or Administrator.
- Assist NH management staff about daily expenditures and accounting matters.

Requirements

- Cambodian National
- Bachelor degree in accounting/finance subject
- A minimum of 2 years of experience in relevant field, preferably in an NGO environment.
- Experience with computer software – Ms. Word, Excel, Power Point & QuickBooks
- Experience in financial management with NGO
- Experience in preparing financial reports with multiple currency
- Good interpersonal skills/honesty
- Ability to work independently and/or as part of a team

New Humanity Cambodia

Postal address: P.O. Box 48, Phnom Penh – Cambodia

Office address: #19, Street 317, Tuol Kork, Phnom Penh - Tel: (855) 23 882 304 - Email: officepnp@newhum.org

Associazione New Humanity - Head Office: Via Mosé Bianchi 94, 20149, Milano Italy - Email: info@newhum.org

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- Excellent organizational and time management skills required to meet deadlines.
- Willing to travel regularly in the program's targeted areas.
- Good English language knowledge is essential.

Salary and Benefits

- Gross Monthly Salary: **USD 381 to USD 420** (Based on Qualifications and Experience)
- Benefits: Khmer New Year and Pchum Ben Bonus, Health benefits.

Time Frame

- Full time position with 1 year contract (Renewable).
- Initial probationary period of 3 months (Maximum).

Application requirements

Interested candidates are requested to submit their application to New Humanity office located at #19, Street 317, Sangkat Boeung Kok I, Khan Toul Kork, Phnom Penh, P.O Box. 48, Tel: 023 88 23 04, **only by** Email: humanresources@newhum.org (Subject: Admin and Finance Officer based in KCN)

Application content		
N.	Item	Requirements
1	One cover letter	2 pages maximum
2	One comprehensive CV	2 pages maximum

Closing date for applications: Friday, October 11, 2013, 5:00 pm

Only short-listed candidates will be contacted for interview.

NH is an equal opportunity employer and the candidate will be selected based on merit.
Women and People with Disabilities are strongly encouraged to apply.