



Bandos Komar Association

JOB DESCRIPTION

Position Title: Administrative & Accountant Assistant (AAA) **Grade: 3**

Location: Siem Reap Province

Department: Administration & Accounting, Project: Skill for Success (S4S)

Report to: **Administrative & Accountant officer**

PURPOSE OF POSITION:

1. To assist admin and finance officer on accounting and financial work
2. To assist admin and finance officer on administrative work
3. Cash Management

FUNCTIONS and TASKS

Jobholder plan:

1. Yearly, quarterly and Monthly budget planning of administrative and accounting in the provincial level.
2. Supplies and equipments for program and office in his/her site assigned.
3. Administrative and Accounting internal control.
4. Monthly Plan Cash Preparation for Expense Disbursement.

Outputs and deliverable:

- 1. Provide Administrative/Operation Support and Manage:**
 - 1.1. Assist to appropriately implement administrative procedures
 - 1.2. Assist to facilitate communication work as telephones, fax, e-mail and mails including information board.
 - 1.3. Prepare transportation arrangements, hotel and ticket reservations for staff and visitors.
 - 1.4. Assist to prepare the annual inventory list
 - 1.5. When training, workshop and meeting conduct at Pursat, all logistic tasks, training materials/equipments and venue are organized and monitored together with concerned staff.
 - 1.6. Assist to ensure all related documents of procurements is properly implemented and monitored).
- 2. Office Management:**
 - 2.1. Assist in general offices management to ensure efficient and effective function,
 - 2.2. Assist in general office upkeep including equipments, furniture, fittings and building,
 - 2.3. Assist in maintaining security measures at all times.
- 3. Accounting and Finance:**

- 3.1. Assist to ensure that the accounting/finance policies and procedures are enforced to implement with strict discipline,
- 3.2. Involve internal finance/ accounting control to ensure effective and accurate financial management
- 3.3. Assist to review cash flow projections and ensure sufficiently required funds for payment.
- 3.4. Manage Pursat Petty cash.
- 3.5. Assist to track the expenditures and kept on timely manner and accuracy.
- 3.6. All cash advances and cash receipt be deposited on time, which is compliance with policies and procedures,

4. Other duties:

- 4.1. Keep **Administrative & Accountant officer** updated of the issues and actions to be taken
- 4.2. Quarterly planning is submitted and reported to **Administrative & Accountant Officer**
- 4.3. Other duties as assigned by supervisor are performed.

LEVEL/SCOPE OF DUTIES:

The post holder oversees:

1. Assist in General Administrative/Accountant and Personnel Management.
2. Mainly accounting and finance work.
3. Assist in Budget planning, in control
4. Assist in maintaining and managing offices and fixed assets.
5. Assist other in accounting and banking matters.

Team/posts report into the post holder:

N/A

The primary linkages for this post:

1. Admin and Finance officer, Suppliers and other staff in the provincial.

REQUIRMENT

Leadership Behaviors:

1. Demonstrate honest and professional behaviors in dealing with others
2. Demonstrate and effectively on communication, negotiation, and facilitation skills
3. Open to feedback and willing to try new approaches and processes.

Skills specific to the post:

1. some experience on accounting, and financial
2. Internal Control implementation, inventory systems
3. Strongly interpersonal, communication, negotiation and facilitation skills
4. Proficiency on computer, E-mail, windows, word processing, MS. Excel, Spreadsheet, PowerPoint and Accounting Software (QuickBooks) will be preferable.
5. basic knowledge on written and spoken English

Qualifications and Experiences:

Education:

At least, Finished High School or Fresh Bachelor Degree in Business Administrative, Finance and Accounting management or related field

Knowledge:

1. Basic knowledge of Administrative, Financial, Accounting, budgeting, controlling, and reporting principles including communication system.
2. Logistic/procurement
3. Personnel related works including Cambodia Labor Law.

Experiences:

Some experience on Administrative, Finance and Accounting or Fresh Bachelor Degree in Business Administrative, Finance and Accounting management or related field.

Attitude/Core Competencies:

1. Proven ability and aptitude to learn quickly and result/output oriented
2. A team player, who works well in a multi-cultural environment, communicates readily and shares learning with colleagues, partners, beneficiaries and other
3. Respects confidentiality of both official and personal information
4. Honest, loyal, transparent, fair, ethical, reliable, friendly, initiative, humility/humble and matures individual
5. Adhere to rule and regulations
6. Hard working and able to work under pressure of multitasks.

Read and Accepted (Job holder)

___/___/___
Date

Direct Supervisor

___/___/___
Date