



Bandos Komar Association

JOB DESCRIPTION

Position Title: Finance Admin officer

Grade: 4

Location: Kampong Speu

Department: Admin and Finance

Report To: Project Manager

Jobholder plan:

1. Yearly, quarterly and Monthly budget planning of administrative and accounting in the provincial level.
2. Supplies and equipment 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. Ensure administrative procedures are implemented appropriately at his/her site assigned.
- 1.2. Efficient flow of communication is facilitated such as telephones, fax, e-mail and mails including information board.
- 1.3. Ensure smooth official function preparations and supports, schedule preparation, transportation arrangements, hotel and ticket reservations for staff and visitors.
- 1.4. Manage Bandos Komar's assets at his/her sites assigned such as vehicles, motorbikes, and office equipment, and ensure all assets are annual inventory and verify accuracy.
- 1.5. When training, workshop and meeting conduct at Kampong Speu, all logistic tasks, training materials/equipment and venue are organized and monitored together with concerned staff.
- 1.6. Ensure all related documents of procurements are properly implemented and monitored (*receive applications from potential suppliers/providers of service, number requisition forms or purchase order forms within his/her site assigned, obtain quotations and price comparisons to ensure best value for money and submit to quote committee and then to the PPM for reviewing and approval in his/her authored*).
- 1.7. Provide support in administration/operation services for Bandos Komar and staff [*maintain Bandos Komar e-mail and forward to concerned staff, effectively supervised of electronic communication system, ensure printers, copiers and other facsimile machines are well function and monitored, coordinator and orient the visits to all visitors came or to province office with concerned staff, accordingly prepared/checked and payment requests on billing statements of routine (such as telephone, electricity, water, airfreight, mail and express mail), act as an interpreters and/or translator from English to Khmer or vice versa when required, maintain document including contracts, correspondence and the like and can be retrieve within 30 minutes upon request, messenger services of incoming and outgoing correspondence are monitored, ...etc.*].

2. Office Management:

- 2.1. Oversee general offices management to ensure efficient and effective function,
- 2.2. Ensure general office upkeep including equipment, furniture, fittings and building,
- 2.3. Maintain security measures at all times.

3. Personnel Administrative/staff management:

- 3.1. Manage, support and accompany all staffs in its' department such as security guard (s), cleaner (s), driver (s), cashier (s), logistic (s), and ensure proper allocation of duties,

- 3.2. Deal with administrative HR issues and forward or discuss HR case to the person in charge of HR Management,
- 3.3. Maintain personnel file records and review leave records.
- 3.4. Ensure pay-slips are properly distributed to all staff and return with signed.
- 3.5. Facilitate to distribute all BK's policies/procedures concerning to all staff and return with signed and then submit to BK Head Office.

4. Accounting and Finance:

- 4.1. Ensure that the accounting/finance policies and procedures are enforced to implement with strict discipline,
- 4.2. Ensure and facilitate internal finance/ accounting control to ensure effective and accurate financial management at his/her site assigned.
- 4.3. Manage and report all cash transitions within his/her site assigned to Provincial Program Manager and Head Office of Admin/Accounting, including Bank accounts that have in the banks (cash and Bank balance).
- 4.4. Review cash flow projections and ensure sufficiently required funds for payment.
- 4.5. Manage Kampong Speu Petty cash.
- 4.6. All the expenditures are tracked and kept on timely manner and accuracy.
- 4.7. All cash advances and cash receipt be deposited on time, which is compliance with policies and procedures,
- 4.8. Prepare and review periodic accounting/financial reports (such as monthly, quarterly and yearly),
- 4.9. Assist Project Manager in submitting of timely and reliable budget information.

5. Budget planning and analysis:

- 5.1. Consolidate and review annual budget for the PM and prepare it on time and accurate.
- 5.2. Expenditures is effectively planned and controlled through variance analysis in monthly/quarterly/yearly basic.
- 5.3. Assist PM to communicate budget plan to FAM (Head Office).

6. Other duties:

- 6.1. Keep PM updated of the issues and actions to be taken
- 6.2. Quarterly planning is submitted and reported to PM.
- 6.3. Other duties as assigned by supervisor are performed.

LEVEL/SCOPE OF DUTIES:

The post holder oversees:

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

Team/posts report into the post holder:

1. Housekeeper.
2. Office Security Guard(s)

The primary linkages for this post:

1. PM, FAM (Head Office), Suppliers and other staff in the provincial.

REQUIREMENT

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. Proficiency on fiscal accounting, and financial reporting and analysis
2. Action planning, budgeting, costing, and time management
3. Internal Control implementation, inventory systems
4. Strongly interpersonal, communication, negotiation and facilitation skills
5. Proficiency on computer, Accounting Software (QuickBooks), E-mail, windows, word processing, MS. Excel, Spreadsheet, PowerPoint.
6. Good written and spoken English

Qualifications and Experiences:

Education:

At least Bachelor Degree in Business Administrative, Finance and Accounting management or related field.

Knowledge:

1. Good knowledge of Administrative, Financial, Accounting, budgeting, controlling, and reporting principles including communication system.
2. Accounting Software ie. QuickBooks.
3. Internal Accounting Standards.
4. Logistic/procurement
5. Personnel related works including Cambodia Labor Law.

Experiences:

1. At least one-year demonstrable experience on administrative and finance/accounting clerk within NGOs,

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. An analytical mind
4. Respects confidentiality of both official and personal information
5. Honest, loyal, transparent, fair, ethical, reliable, friendly, initiative, humility/humble and matures individual
6. Adhere to rule and regulations
7. Hard working and able to work under pressure of multitasks.

Read and Accepted (Job holder)

____/____/____
Date

Direct Supervisor

____/____/____
Date