

Job Announcement



NGO-CEDAW is established in 1995. Its mission is to monitor and advocate for the full implementation of the UN Convention on the Elimination of Discrimination against Women (CEDAW) in Cambodia by coordinating and providing support to relevant initiatives of member NGOs, networks and allied institutions.

Position: Finance and administrative Officer

Job Description

In the area of finance:

- Daily management for all financial activities ;
- Managing financial records ;
- Maintain an inventory database for all purchased equipment;
- Maintaining records of annual budgets against actual expenditures ;
- Keep financial records up to date: ledgers, budget controls, bank reconciliation and bankbooks;
- Keep track of and ensure timely payment of invoices and routine expenses;
- Verify the authenticity of invoices/receipts, and supporting document required prior submitting to the project coordinator and chairperson to review;
- Verify and view advance payment requests and settlements;
- Procurement of equipment and materials and provide quotations to the Project Coordinator /Chairperson;
- Administer petty cash funds: including making payments and exchanging currency;
- Coordinate and cooperate work with the external auditor annually;
- Preparing financial report upon request by donors in the time allowed;

In the area of Admin

- Liaising with NGO partners, members and government authorities ;
- Assisting coordinator with recruitment, management of staff and legal matters;
- Deliver equipment and materials to the project staff;
- Daily management, maintenance and storage of stocks of equipment needed for the project;
- Prepare invitation letter to relevant members/ institutions;
- Providing basic day-to-day support to the project teams and members;
- Managing project correspondence with all stakeholders and donors;
- Organizing meetings with different institutions/organizations; internal workshops and seminars, including assisting in the preparation of seminars and workshop documents;
- Perform other duties as assigned by the coordinator and SC members/chairperson;

Job Requirements

- Cambodian Nationality;
- Bachelor degree in management, accounting or Finance related field;
- Three years working experience in accounting and at least two year in administration with NGO background would be appreciated;
- Excellent of command of spoken and written English;

- Excellent , proven interpersonal, verbal and written communication skills;
- Flexibility and ability to perform multi-tasks ;
- Computer literacy in Microsoft office, internet and e-mail;
- Ability to learn quickly;

Interest candidates are invited to send their CV along with cover letter and expected salary to NGO-CEDAW office, now located in LICADHO building: **House# 16, St. 99, Sangkat Boeung Trabek, Khan Chamcamorn, Phnom Penh. Or by e-mail: ngocedaw.pnh@gmail.com.**

Dateline of application: June 13, 2014 at 5:00pm.

Equal opportunity for both women and men. Women are strongly encourage to apply.

NB. Only shortlist candidates will be contacted.