

Job Announcement



NGO-CEDAW is a coalition of Cambodian NGOs dedicated to promoting gender equality, founded in 1995. Our mission has been to monitor and advocate for the full implementation of the UN Convention on the Elimination of Discrimination against Women (CEDAW) in Cambodia. Please view our website for more information: www.ngocedaw.org

Position: Admin and Finance Assistant

Job Description:

- Support the organization in finance, project-related logistics, and administration;
- Preparing monthly and yearly tax declarations, including NSSF tax (in the E-filing system);
- Review all payment requests;
- Check and calculate receipts, invoices, and finance-related supporting documents;
- Maintain up to date of inventory database for all purchased equipment;
- Manage procurement of equipment and services, including obtaining quotations;
- Administer petty cash funds: including making payments and exchanging currency;
- Deliver equipment and materials to the project staff;
- Filing, maintenance, and storage of stocks of equipment needed for the project;
- Manage all logistical arrangements, such as securing the venue, sending invitations, making travel, food, and accommodation arrangements for participants, preparing workshop documents, and documenting the events by taking detailed minutes and photographs/videos.

Job Requirements:

- Cambodian nationality;
- Bachelor's degree in finance, business administration, management, or related fields;
- At least three years of work experience in accountant and administration-related fields, preferably with a non-government organization and/or private company;
- Knowledge of tax declaration procedures and regulations;
- Excellent, proven interpersonal, verbal, and written communication skills;
- Demonstrate organizational and time management skills;
- Demonstrate ability to work under pressure and to organize and manage workload to meet deadlines;
- Demonstrate characteristics of honesty, reliability, and trustworthiness with the ability to maintain confidentiality;
- Flexibility and ability to perform multi-tasks;
- Computer literacy in Microsoft Office (including Excel), Internet, Facebook, and e-mail;
- Good spoken and written English;
- Ability to learn quickly, prioritize tasks and work independently, without supervision.

Interested candidates are invited to send their CV along with a cover letter and expected salary to NGO-CEDAW's office, located in the LICADHO building # 16, Street 99, Sangkat Boeung Trabek, Khan Chamcamorn, Phnom Penh. Applications may also be sent by e-mail to: ngocedaw.pnh@gmail.com

Salary range: \$440-\$602

Benefits: Thirteen-month salary, seniority, NSSF, and health insurance.

Deadline for application: 25 October 2022 at 4 pm.

Only shortlisted candidates will be contacted.