



**NGO-CEDAW**

## **Job Announcement**

NGO-CEDAW is a coalition of Cambodian NGOs dedicated to promoting gender equality since 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](http://www.ngocedaw.org).

### **Position: Finance Officer**

#### **Job Descriptions**

- Daily management of all financial activities;
- Managing accurate financial records for all daily transactions;
- Ensure a systematic filing system for cash and bank-supporting documents;
- Develop quarterly budget plan, annual and global budget;
- Assist with budget preparation for fundraising purposes using donor's templates;
- Prepare monthly payroll and yearly report for ACAR;
- 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 documents;
- Verify and view advance payment requests and settlements;
- Ensure the efficient procurement of equipment and services in a transparent and fully accountable manner in compliance with financial policies;
- Administer petty cash funds: including making payments and exchanging currency;
- Coordinate and cooperate work with the external auditor upon request by donors;
- Preparing monthly, quarterly, and annual financial reports upon request by donors;
- Ensure all tax preparation and payment are made correctly, accurately, and on time following the tax regulations.
- Review and implement financial policies.
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#### **Job Requirements**

- Cambodian nationality preferred;
- Minimum bachelor's degree in accounting, Finance, or other related fields;
- At least 5 years of relevant working experience, preferably with international or non-government organizations and/or private companies;
- Good knowledge of financial and accounting and taxation 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;
- Excellent in Microsoft Excel, QuickBooks, and other financial software;
- Ability to learn quickly, prioritize tasks and work independently, without supervision;
- Excellent command of spoken and written English.

Interest candidates are invited to send their CVs along with a cover letter and expected salary to the NGO-CEDAW office, located in LICADHO building # 16, St. 99, Sangkat Boeung Trabek, Khan ChamKamorn, Phnom Penh. Or by e-mail: [ngocedaw.pnh@gmail.com](mailto:ngocedaw.pnh@gmail.com).

**Salary range:** \$847-\$1157

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

***Deadline for application:*** 25 October 2022 at 4 pm.

Only shortlisted candidates will be contacted for an interview.