Job Description

| Position Title | Finance Coordinator  
| (Lump sum monthly service fee range from $1,270.00 to $1,470.00 including 15% withholding tax, plus Personal Accident and Hospital and Surgical Insurance and Monthly Phone Card Allowance) |
| Programme/Unit | Operations |
| Reporting to | Senior Director of Operations |
| Type of Contract | Full-time employment under one-year service contract (renewable) |
| Duty Station | Phnom Penh Office, Cambodia |
| Starting Date | As soon as possible |

1. **Background:**

Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

Women and Youth Empowerment in Leadership (WYEL) Programme is a three-year (2018-2021) civic education programme aims to raise awareness among women and youth on accountability, transparency and democratic governance, and empower them to engage in decision making processes. Through WYEL, women and youth will be provided not only with opportunities to enhance their knowledge and understanding of democratic governance, integrity, accountability and leadership but also empowered them to take action and participate in decision-making processes concerning their own lives.

2. **Overall Goal of the Position:**

The overall goal of this position is to ensure that sound financial management of the USAID Grant is in place and effective so that all deliverables are achieved as planned for WYEL Programme.

3. **Objectives:**

- To ensure that USAID grant operates smoothly and performs its functions in accordance with the TI Cambodia’s policies and procedures, relevant local rules and regulations and donor requirements; and
- To ensure that USAID grant functions well in an effective and efficient manner.

4. **Overall Responsibilities:**

4.1 **Accounting/Financial Management**

- Ensuring staff follow the Financial Management Policy & Procedures;
- Set up chart of account and account classes in QB based on the need of the USAID Grant implementation;
- Ensuring that all vouchers are prepared correctly and attached with all relevant supporting documents before recording in QB;
- Maintaining the bookkeeping of program’s transactions in QB, making sure that proper account codes, budget lines, donor etc;
- Preparing monthly Cash and Bank reconciliations and ensuring all balances (QuickBooks, Bank Statements, Cashbooks and Cash Count Books) are matching;
- Ensuring Voucher Filing system is coherent allowing for ease of locating vouchers, and file according to voucher sequential number. During organization/programmes audits, vouchers must remain in the correct place so that auditors are able to extract vouchers according to voucher numbers;
- Ensuring that all financial records/reports for each month are kept in proper order and in a safe place;
- Making sure that programme staff ‘s outstanding cash advances shall be settled in due time;
- Keeping the safe key of safe box;
- Observing regular cash count conducted by Finance Officer;
- Approving cheque along with other TI Cambodia’s authorized person (according to the arrangement with banks);
- Maintaining advance register, (vouchers must be copy and keep in a “Cash Advance” folder);
- Preparing for the programme audit and work closely with the auditor;
- Initiating and facilitating meetings about finance within the programme as required;
- Corresponding with donor for works related to finance, admin or HR of the programme if needed;
- Supervising the work of Finance Officer.

4.2 Budgeting and Reporting

- Preparing/adjusting granted budget as required; and
- Preparing monthly financial reports for the USAID grant and donor as per donor agreement schedule. The report shall include, but not limited to, the analysis (budget vs actual).

4.3 Sub-grant management

- Assessing the finance’s capacity of new partners of TI Cambodia as needed;
- Monitoring the schedule of payments to partners and coordinate with programme teams for payment, based on the agreement with partners;
- Monitoring, along with programme staff, partner’s programme implementation progress by reviewing their transactions and supporting documents related to income and expenditure for fund received from TI Cambodia;
- Ensuring, along with programme staff, partners submit their periodic financial report in due time;
- Reviewing partners’ financial reports and making sure they are accurate and complete before submitting to TI Cambodia’s authorized person to approve;
- Ensuring partners shall have the audit for the fund received from TI Cambodia (if there is a need for audit); and
• Building finance, admin and HR’s capacities to partners if needed.

4.4 Other Duties

• Performing any other task as assigned or requested by supervisor.

5. Knowledge, Experience and Skills:

• At least 7 years of experience in financial responsibilities, with a minimum of 4 year-management experience with local or international organizations;
• Preferably have experiences in managing USAID grant finance;
• At least a bachelor degree in the field of Accounting or Financial Management;
• Demonstrated ability to handle complex financial management and create financial systems that meets international standards and best practices;
• Skills and expertise in computer accounting programmes-Quick-books;
• Demonstrated ability to manage and motivate staff under supervision, excellent attention to details, accuracy and be a liable person;
• Excellent communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds and nationalities;
• Sound knowledge of and commitment to the promotion of integrity, good governance, anti-corruption and TI Cambodia’s core values;
• Ability to work independently, under pressure and with high level of commitment to ensure all outcomes/outputs are achieved on time and to a high standard; and
• Fluent in English with a proven ability to communicate and analyse both verbally and in writing.