

## Job Description

<b>Position Title</b>	Finance Officer (Basic monthly salary ranges from USD 600 to USD 750 plus benefits)
<b>Programme/Unit</b>	Finance Unit
<b>Reporting to</b>	Finance Manager
<b>Type of Contract</b>	Full-time employment under one year fixed term contract (renewable)
<b>Duty Station</b>	Phnom Penh Office, Cambodia
<b>Starting Date</b>	September 2016

### 1. Overall Goal:

To perform effective and transparent financial management in order to ensure that all funds are properly managed and accounted for in accordance with TI Cambodia policies, donor requirements and international standards.

### 2. Objectives:

- Ensure that the Finance Department operates smoothly and performs its functions in accordance with the TI Cambodia's Financial Management Manual, relevant rules and regulations and donor requirements.
- Ensure that accurate financial information is being submitted in a timely manner
- Ensure internal controls are in place, as well as transparency and accountability at all levels.
- Assist the Finance Manager to lead the finance department with integrity, efficiency and effectiveness.

### 3. Responsibilities:

- Ensure all staff follow the Financial Management Policy & Procedures
- Maintain bookkeeping using QuickBooks software and do regular back up of financial records in QuickBooks and Excel Spreadsheet
- Do data entry with proper account codes, budget lines etc. and maintain all accounting records accurately and at a timely manner. New accounts cannot be created without discussion and prior authorization.
- Conduct monthly Cash and Bank reconciliations and ensure all balances (QuickBooks, Bank Statements, Cashbooks and Cash Count Books) are matching.
- Review of all vouchers and assure that transactions are correct and vouchers are supported with required and necessary back-up documentations prior to posting into the system;

- Ensure Voucher Filing system is coherent allowing for ease of locating vouchers, and file according to voucher sequential number. During organization/projects audits, vouchers must remain in the correct place so that auditors are able to extract vouchers according to voucher numbers.
- Ensure all signatures are valid by relevant authorization
- Advise Finance Manager if there are any potential risks or weaknesses to the department
- Ensure that all financial records/reports for each month are kept in proper order and in a safe place
- Conduct partner assessment if required
- Review partners financial reports before submitting to Finance Manager
- Monitor the schedule of payments to partners and coordinate with program teams for payment to partners
- Follow up financial reports schedule and reports submission based on the funding agreement.
- Receive, review and check financial reports from partners to ensure completeness and correctness.
- Facilitate and initiate meetings within finance department as required
- Attend meetings as required

#### **4. Knowledge, Experience and Skills:**

- At least 2-3 years of relevant experience;
- At least a bachelor degree in the field of accounting or financial management;
- Skills and expertise in computer accounting programs especially Quick-books;
- Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption;
- Good communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds;
- Ability to work independently, under pressure and with a high level of commitment to complete the tasks on time and to a high standard;
- Proven attention to detail skills.
- Fluency in English and Khmer with a proven ability to communicate both verbally and in writing.