

Job Description

Position Title	Finance Manager (Monthly Salary: Negotiation)
Name of Department/Unit	Administration and Finance Unit
Type of Contract & Duration	Fixed Duration Contract with Renewable
Starting Date	As soon as possible
Reporting to	Executive Director
Duty Station	Phnom Penh Office, Cambodia

1. Background

Transparency International Cambodia (TI Cambodia) is the National Chapter of Transparency International Secretariat based in Berlin, Germany. With over 120 Chapters worldwide, TI Cambodia works with various stakeholders, including government, civil society organizations, development partners, private sector, media, and individuals, to promote integrity and reduce corruption.

2. Overall Goal:

The Finance Manager ensures effective and transparent financial management so that all funds are properly managed and accounted for in accordance with TI Cambodia's policies, donor requirements, and international standards.

3. Objectives:

- Ensure the smooth operation of the Finance Department, following TI Cambodia's Financial Management Manual, relevant rules, regulations, and donor requirements.
- Continuously improve the Financial Management Manual and procedures as necessary.
- If any, supervise Finance Department staff to ensure effective task performance.
- Lead the Finance Department with integrity, efficiency, and effectiveness.

4. Overall Responsibilities:

4.1. Financial Management

- Oversee effective cash control and management of daily transactions.
- Conduct and/or supervise cash transfers, including cost-share repayments from project budgets to the main bank account.
- Ensure monthly and annual cash reconciliation and maintain updated records.
- Conduct and/or supervise finance staff for all cash inflows and outflows, including donor funds.
- Verify proposed payments according to TI Cambodia's policies and guidelines.
- Conduct periodic unscheduled cash counts.
- Ensure compliance with international financial accountability and transparency standards.

4.2. Budgeting and Reporting

- Develop and update charts of accounts based on program proposals and budget plans.
- Ensure correct account coding for all annual project budgets.
- Support the Executive Director/Programme Managers in budget development and review.
- Review financial reports and supporting documents of TI Cambodia's partners or grant recipients.
- Conduct, supervise and or verify the accuracy of monthly and quarterly internal financial reports.
- Prepare donor financial reports per agreement schedules.

4.3. System Management (Quick-Books or Peachtree)

- Maintain efficient financial system operations.
- Supervise and coach finance staff to ensure proper recording and posting of financial transactions.
- Maintain and ensure consistency of the chart of accounts.
- Oversee financial transactions and general ledger recordings.
- Perform regular system/database backups.
- Prepare quarterly financial report packages, including:
 - Trial Balance
 - Income/Expense Statements
 - Balance Sheet
 - Cash Flow/Cash Position
 - Budget Analysis

4.4. Daily Accounting

- Conduct and/or supervise daily accounting operations and ensure compliance with financial standards and policies.
- Ensure timely payroll administration, bill payments, and cash disbursements.
- Verify supporting documents for all financial transactions.
- Review and ensure accuracy of accounting entries, including cash advances and reimbursements.
- Ensure systematic filing and maintenance of completed payment vouchers.
- Conduct and/or supervise monthly and annual bank reconciliations.
- Coordinate with the Executive Director/Programme Manager on financial matters.

4.5. Other Activities

- Participate in Management Team meetings as required.
- Assist other colleagues as appropriate.
- Perform other tasks assigned by the supervisor.

5. Meeting Requirements

- Facilitate Finance Department meetings as needed.
- Attend Management Team meetings when required.

6. Reporting & Supervision

- Reports to the Executive Director.

- Generate and submit monthly financial reports within five days after the month-end.
- Generate quarterly donor reports within ten days after the quarter-end.
- Provide regular verbal updates to the Executive Director/Programme Manager and the Executive Committee on financial matters.

7. Expectation

The Finance Manager is expected to:

- Ensure smooth Finance Department operations and effective staff performance.
- Develop and maintain consistent charts of accounts aligned with budget lines.
- Produce timely financial reports per organizational and donor requirements.
- Maintain accurate and systematic filing of financial reports in both soft and hard copies.
- Work closely with the Executive Director/Program Managers to develop global and program budgets.
- Ensure compliance with donor financial requirements.
- Manage cash flow effectively, ensuring compliance with TI Cambodia's financial policies.
- Lead improvements to the accounting system and financial procedures.
- Provide finance-related orientation to TI Cambodia staff.
- Ensure proper accounting software management, transaction postings, and documentation.
- Conduct staff coaching and annual performance appraisals as per HR policy.

8. Requirement (Knowledge, Experience and Skills):

- At least a bachelor's degree in Accounting or Financial Management
- Minimum of 5 years of experience in financial management, preferably in an NGO or international development organization,
- Experience managing large, multi-donor funding and sub-grants.
- Demonstrated ability to handle complex financial management and create financial systems that meet international standards and best practices,
- Proficiency in accounting software such as QuickBooks and/or Peachtree,
- Ability to manage and motivate staff under supervision, with excellent attention to detail, accuracy, and reliability,
- Excellent communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds and nationalities,
- Strong knowledge of financial regulations and reporting requirements,
- Proficiency in accounting software (e.g., QuickBooks, SAP, or other relevant tools),
- Excellent analytical and problem-solving skills,
- Ability to work independently, under pressure, and with a high level of commitment to ensure all outcomes/outputs are achieved on time and to a high standard,
- Fluency in Khmer and English, with a proven ability to communicate both verbally and in writing,
- Sound knowledge of and commitment to promoting integrity, good governance, anti-corruption, and TI Cambodia's core values is a plus,