# Habitat for Humanity Cambodia

# Job Description

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| **Name of Position** | Finance Officer |
| **Job Grade/Class** | N/A |
| **Current Holder** |  |
| **Based at (Location)** | Phnom Penh, with required travel to field locations |
| **Reports To** | Finance Manager |
| **Direct Subordinates** | Finance Assistant |
| **Assets under Control** | To be specified |
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| **Core Functions** | Finance Officer is responsible to assist Finance Manager in:* Accurately and timely maintenance of accounting records.
* Timely submission of all financial reports (internal, AP and Donors).
* Maintain all business transaction.
* Implementation of policies and procedures, strengthening the internal controls, general tasks such as tax matters and inventory control.
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| **Main Tasks** | 1. Review all HFHIC business transactions
2. Review and post data entry all business transactions
3. Maintain and update Asset register and Inventory on monthly and quarterly basic.
4. Prepare Bank reconciliation for monthly basic.
5. Review mortgage report and prepare portfolio report.
6. Prepare bad debt calculation and memo account on quarterly basic.
7. Prepare internal monthly project variance reports with analysis/comments on significant variances and submit to the project teams by 10th of every following month and quarterly report packages for all donors.
8. Follow up with project teams on their response for monthly variance reports and obtain their comments to justify the significant variance. This should be finalized by 20th of every following month.
9. Ensure program financial report keep on trucking.
10. Conduct finance policy and procedure Orientation to new staffs.
11. Conduct field visit to support projects Phnom Penh and Province.
12. Review financial report and maintain record for partners.
13. Assist Program team for budget preparation.
14. Assist Finance Manager for Balance sheet reconciliation
15. Supervise finance assistant (N.O)
16. Perform other duties as assigned.
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| **Authorities and Authority Limits** | Authorized to review all the vouchers for all offices, all financial reports, and all transactions posting in the accounting system. Liaison with the banks and HFH Cambodia partner organizations.Does not have authority to sign the cheques or approve payments. |
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| **Deliverables/****Performance Measurement Indicators** | 1. Financial Indicators confirm that the financial reports are submitted timely and accurately.
2. Finance and other non-finance staff understand and follow the finance policies and procedures. DoA matrix and SoD matrix fully implemented.
3. Up to date HFH Cambodia Fixed Assets and Inventory List and mortgage receivables in Balance Sheet always tally with LTS.
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| **Skills/Attribute and Experience** | 1. Full commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. Bachelor degree in finance or accounting plus at least 3 years of work experience in finance or accounting with International NGOs.
3. Proficient in Ms. Word and Excel, Spreadsheet, PowerPoint, Outlook and the Internet. Knowledge of SUN system accounting software is an advantage.
4. Good command of English. Good communication and presentation skills.
5. Good analytical skills, good judgment and must be accurate.
6. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
7. Outstanding organizational skill, excellent team player, creative and out-going.
8. Cross cultural management and team building skills. Willing to work in a diverse team in different locations.
9. Must possess a valid driving license. Be able to travel to field locations when necessary.
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Supervisor (signature/name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incumbent (signature/name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_