



## JOB ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 22,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. We are currently seeking a high qualified candidate to fill in the position of **Finance and Administration Officer** based in **Siem Reap** with extensive travel to project areas.

### Job Responsibilities:

1. Work with relevant Project Officers/Manager in order to prepare consolidated cash projection for all projects in HFH Cambodia in Siem Reap on monthly basis.
2. Perform bank reconciliation for all bank account in Siem Reap and keep records up to date.
3. Monitor and up-to-date daily Cash and Bank Book.
4. Manage Petty Cash to ensure smoothly petty cash payment and prepare petty cash top up based on HFH Cambodia policies.
5. Manage and maintain cheque properly (blank cheques, cancelled cheques, and written cheques).
6. Supports Program Managers in budget review including analysis of budget over and under spending during the operational year for the projects.
7. Do data entry into Sun system and make financial report, monthly and quarterly basic.
8. Ensures encoding, correct account code as per account code chart for all annual budgets of every project.
9. Follow up cash advance to ensure that HFH Cambodia's Staff Advance policies are compliant in all circumstance.
10. Provide overall administrative support to the HFH Cambodia in Siem Reap office to ensure compliance with policies and procedures and accountability standards.
11. Oversee and monitor the use of HFH Cambodia assets namely, Telephone, Photocopier, Fax, Vehicle and training facilities include repairing and maintenances and stock in/stock out.
12. Responsible for inventory control and property administration as well as office and residence leases.
13. Work closely with program staff on administrative and logistic matters, including vehicles, equipment, and housing and project supplies.
14. Monitor and record employee leave request and other attendance-related matters of Siem Reap staff.
15. Supervise regular cleaning and maintenance of the office.

### Job Requirements:

1. Uphold and fully commitment to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Must hold a Bachelor's degree in business administration majoring in accounting or finance.
3. Must have at least 3 years work experience in accounting/finance plus 2years in administration.
4. Good communication skills, including good English speaking and writing skills.
5. Good analytical skills, good judgment and must be accurate.
6. Computer proficient in Ms. Word and Excel, Spread sheet, Internet and E-mail. Knowledge of SUN System accounting software is an advantage.
7. Ability to work indecently, under pressure and after hours as required.

### How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **3 March 2019**.