

Habitat for Humanity Cambodia Job Description

Name of Position	Finance and Administration Officer
Job Grade / Class	6
Current Holder	Vacant
Based at (Location)	Siem Reap Office with travels to project sites in Siem Reap Province
Direct Supervisor	Finance Manager
Dotted line Supervisor	Program Manager
Direct Subordinates	a Cleaner
Assets Under Control	To be specified

Core Functions The Finance/Admin Officer is responsible for the overall financial coordination with National and Siem Reap Office, Project Accounting and Financial Reporting functions to ensure compliance with Finance Manual, Stewardship principles and other organizational policies issued from time to time to promote good stewardship of funds and resources. He/She will provide technical, financial management advice and service to the Financial Manager and Program Manager in ensuring efficient functioning of internal controls and procedures, cash management, security of funds financial accounting, reporting and budget preparation.

The Finance/Admin Officer will also responsible for oversee the functions of administration, office management, logistic, and IT support service of HFH Cambodia in Siem Reap Office and will provide technical supervision, guidance, leadership and management to program staff.

Main tasks

Cash/Bank Management:

1. Monitor and up-to-date daily Cash and Bank Book.
2. Manage Petty Cash to ensure smoothly petty cash payment and prepare petty cash top up based on HFH Cambodia policies.
3. Manage and maintain cheque properly (blank cheques, cancelled cheques, and written cheques).
4. Ensure that all issued cheques are corrected to the supporting documents especially the amount of payment.
5. Collect and issue receipt for cash received and deposit in bank on daily basis.
6. Keep track on cash received from credit agents for loan repayment and saving.
7. Reconcile loan repayment and saving from program staff to ensure that it's matched to finance records.
8. Perform bank reconciliation for all bank account in Seam Reap and keep records up to date.
9. Liaison with Bank for bank transfer or bank information.
10. 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.
11. Prepare Cash Transfers/Request and submit to Finance Manager on monthly basis.
12. Reviews and process C.A.R.D vouchers, record and deliver cash to staff members for HFH Cambodia daily businesses.

Budgeting and Reporting:

13. Provides technical instructions or guidelines on annual budgeting process to the program staff in Siem Reap.

14. In cooperation with Finance Manager and Program Manager to provide orientation to Project staffs.
15. Ensures encoding, correct account code as per account code chart for all annual budgets of every project.
16. Consolidates revised budget for each project into the system to be in line with reporting system.
17. Assist and support Program Manager to review monthly variance report and donor financial report.
18. Control budget of each project/program with analyzing the variances of budget against expenditure and provide advices to program manager on finance issue.
19. Supports Program Managers in budget review including analysis of budget over and under spending during the operational year for the projects.

Daily Accounting:

20. Check all supporting documents to ensure good sources and supporting documentations for all financial transactions including compliance to purchasing and house construction guidelines/procedures.
21. Ensures that completed C.A.R.D vouchers are properly coding and obtain all signatures and requirement supporting documents before making payment.
22. Schedule with Finance Manager and Program Manager to follow up and discuss problems, issues for up to date and make a resolution or action including of follow up actual expenses of the projects staffs.
23. Monitor Cash/Bank Balance to ensure of cash/fund available for project activities at provincial level.
24. Follow up cash advance to ensure that HFH Cambodia's Staff Advance policies are compliant in all circumstance.
25. Do data entry in to SUN System on daily basis.
26. Ensures that all vouchers are properly recorded, systematically filed and maintained in secured cabinets or shelves and accessible only to authorized staff.
27. Provide advice to Program Manager on all financial matters.
28. Technical Supervision/Coordination for Project staff and others:
29. Acts as technical resource person in the area of Accounting, Budgeting, and other areas of financial management at provincial projects.
30. Disseminate the changes on time in terms of financial policies, procedures/standards to all HFHC staff members.
31. Build effective team work in Finance Office and with all related units in HFH Cambodia and be creative to provide training on basic financial concepts to none finance staff members of HFH Cambodia through regular Staff Forum.
32. Assist Program Manager and Project Officers in preparation of their budgets for project/program activities
33. Perform spot check as needed to ensure that all expenses reported by project staff are transparency.

Administration:

34. Provide overall administrative support to the HFH Cambodia in Siem Reap office to ensure compliance with policies and procedures and accountability standards.
35. 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.
36. Ensure monthly telephone, electricity, Internet/Email, water bills and rentals are appropriately paid on time.
37. Attend and take minutes of meeting, translate correspondences, document filling, manages all out-going and incoming mail, arrange transportation and accommodation for visitors.

38. Responsible for inventory control and property administration as well as office and residence leases.
39. Work closely with program staff on administrative and logistic matters, including vehicles, equipment, and housing and project supplies.
40. Supervise regular cleaning and maintenance of the office.
41. Coordinate with Program Manager to schedule employee leave request to ensure that routine work and office efficiency is not affected by employee absence.
42. Monitor and record employee leave request and other attendance- related matters of Siem Reap staff.

Authorities and Authority Limits

Authorized to review all the vouchers for Siem Reap office, liaison with the bank and HFH Cambodia partner organizations, Does not have authority to sign cheques or approve payments.

Authorized to check and review all letters out and other necessary administrative documents before submitting to Program Manager to approve and sign.

Deliverables/ Performance Measurement Indicators

1. Submit financial data to National Office on time.
2. Submit fund transfer request on monthly basic on time
3. Finance and non-finance staff understand and implement the finance policies and procedures. DoA matrix and SoD matrix fully implemented.
4. Up-to-date HFH Cambodia Fixed Assets and Inventory List and mortgage receivable in Siem Reap Office.
5. All vouchers are reviewed. Mistakes or uncompleted supporting documents are addressed and report to Finance Manager on time.
6. All records are matched to supporting documents.
7. HFH Cambodia's assets in Siem Reap office are recorded and maintained properly.
8. Keep and maintain all documents in order and properly.
9. Regularly update all HFH Cambodia's policies and procedures to project staff.

Skills/Attribute and Experience

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.
8. Willingness to work as a team with good organizational and inter-personal skills, reliable and trustworthy.
9. Must be willing to learn new thing for self-development.

Incumbent (signature/Name): _____

Date: _____

Supervisor (signature /Name): _____

Date: _____