

## Job Description

(Open for Cambodian Nationals only)

<b>Name of Position</b>	Finance Manager
<b>Job Grade/Class</b>	9
<b>Based in (Location)</b>	Phnom Penh, with required travel to field locations
<b>Reports To</b>	Senior Finance Manager (SFM)
<b>Direct Subordinates</b>	Three Finance Officers in Phnom Penh, Battambang and Siem Reap and an Account Officer
<b>Assets under Control</b>	To specify
<b>Onboarding</b>	

### Core Functions:

The Finance Manager is responsible to assist SFM in the:

- Management of Finance Systems
- Financial Reports Preparation
- Managing the Finance Department

### Main Tasks:

#### Management of Finance Systems

Be responsible for smooth operation of financial processes and procedures

- Cash flow – ensures adequacy of cash for program and operations needs
- Fund Transfer Request (FTR) – ensures timely preparation, approval and uploading of FTR and relevant documents in Habitat's SharePoint
- Supervision and Training of staff - supervises Finance Officers and other finance staff to ensure compliance to HFHI financial policies and procedures, signed agreements with the Donors, applicable government regulations and tax laws
- Tax Returns – coordinates preparation and filing of tax returns and timely payment of tax obligations
- Audit – supports and coordinates external and internal audits
- Annual budget – preparation and review of NO and Projects budgets in collaboration with program teams
- Financial guidelines, policies and procedures - supports the development, improvement and implementation of policies and procedures to ensure efficient and effective internal controls are in place
- SunSystems – ensures understanding, updating of analysis and account codes; and timely encoding and posting of all financial transactions and budgets in SunSystems
- Coordination – coordinates with Asia-Pacific regional finance staff on approvals for opening of bank accounts, changes in bank signatories, SUN database, Fund Transfer Requests, internal controls, etc.

- On a daily basis, reviews the financial transactions prior to disbursement of funds.

### **Financial Reports Preparation**

Be responsible for the assembly of accurate financial report on a timely manner for review of the Senior Finance Manager:

- On a monthly basis,
  - Project variance reports with analysis on significant variances by the 15<sup>th</sup> of the following month and obtaining appropriate explanation from Program & Project staff.
  - Project Financial Report in MRT format for review and comparison to Project Variance Report
  - Fund Accountability Statements (FAS) for submission to HFH Australia by the 20<sup>th</sup> of the following month
  - Financial Report Package for Habitat Cambodia (i.e. Balance Sheet, Income Statement and all relevant supporting documents)
  - Monthly Cash Flow Report
  - Updated grant tracking sheet and GV income tracking sheet
  - Reconciliation of mortgage receivable balance in Balance sheet with loan tracking sheets.
- On a quarterly basis,
  - Project Financial Report for submission to the Donor by the 15<sup>th</sup> of the following month, with variance explanations from relevant Project and Program staff
  - Quarterly FAS for HFH Australia funded projects by the 20<sup>th</sup> of the following month.
  - Quarterly Financial Reporting package for submission to SFM for review by the 15<sup>th</sup> of the following month, which includes:
    1. SUN Backup files for the quarter.
    2. Representation Letter signed by National Director and SFM
    3. Financial Reporting Template on Excel.
    4. Bad Debt Calculation, memo accounts, Mortgage statements and Portfolio reports.
    5. Fixed Assets Register and List of all assets.
    6. Banks list, scanned bank statements, bank reconciliation statements
    7. Quarterly update on SOAR report (Internal and external Audit).
  - Quarterly mortgage reconciliation and provision for loan losses by 15<sup>th</sup> of the following month at the end of every quarter
  - Quarterly cash flow analysis by project
  - AMT Finance slides for submission to Asia Pacific Regional Office
  - Audit Reconciliation Package for submission to Asia Pacific Regional Office

### **Managing the Finance Department**

- Supervisions of staff - Supervises Finance Officer at National Office and two Project Finance/Admin Officers. Responsible for their performance reviews based on job plan, coaching and training needs assessment.
- Project visit - Visits project sites on a quarterly basis to provide financial management training and orientation on HFH Cambodia policies and procedures at the field offices.
- Team events – Participates in team and organization’s events
- Perform other duties as assigned

### **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.

### **Deliverables/ Performance Measurement Indicators**

- Timely submission of accurate financial reports.
- Finance and other non-finance staff understand and follow the finance policies and procedures. DoA matrix and SoD matrix are fully implemented.
- Up to date HFH Cambodia Fixed Assets and Inventory List and mortgage receivables in Balance Sheet always tally with LTS.
- Implementation of the audit and SICP recommendations.
- Timely preparation and submission of Budgets. Correct charging of expenses to the projects and N.O, i.e. according to approved budget.

### **Skills/Attribute and Experience**

- Full commitment to Habitat for Humanity’s Vision, Mission Statement and Mission Principles.
- Preferably with ACCA or CPA accreditation, or Master’s Degree in Finance or Accounting, plus at least 5-7 years of work experience in Finance or Accounting with International NGOs. At least three years in supervisory roles.
- Proficient in Microsoft Word and Excel, Spreadsheets, PowerPoint, Outlook and the Internet. Knowledge of SunSystems accounting software is an advantage.
- Good command of English. Good communication and presentation skills.
- Good analytical skills, good judgment and very detailed oriented
- Self-motivated, possesses a positive outlook, flexible, able to work efficiently and without closed supervision and under pressure.
- Outstanding organizational skill, excellent team player, creative and outgoing.