



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. HFHI Cambodia is currently seeking a qualified candidate to fill in the position of **Finance Manager** based in **Phnom Penh** office with a few travels to project areas annually.

Job Responsibilities:

1. Cash flow – ensures adequacy of cash for program and operations needs
2. Fund Transfer Request (FTR) – ensures timely preparation, approval and uploading of FTR and relevant documents in Habitat's SharePoint
3. 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
4. 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.
5. Tax Returns – coordinates preparation and filing of tax returns and timely payment of tax obligations
6. Audit – supports and coordinates external and internal audits
7. Annual budget – preparation and review of NO and Projects budgets in collaboration with program teams
8. 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
9. SunSystems – ensures understanding, updating of analysis and account codes; and timely encoding and posting of all financial transactions and budgets in SunSystems
10. 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.
11. On a daily basis, reviews the financial transactions prior to disbursement of funds.
12. Be responsible for the assembly of accurate financial reports on a timely manner for review of the Senior Finance Manager on a monthly and a quarter basis

Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. 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.
3. Proficient in Microsoft Word and Excel, Spreadsheets, PowerPoint, Outlook and the Internet. Knowledge of SunSystems accounting software is an advantage.
4. Good command of English. Good communication and presentation skills.
5. Good analytical skills, good judgment and very detailed oriented
6. Self-motivated, possesses a positive outlook, flexible, able to work efficiently and without closed supervision and under pressure.
7. Outstanding organizational skill, excellent team player, creative and outgoing.

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 by **15 January 2020**.

Female and person with disability are strongly encouraged to apply.