

## JOB ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global non-profit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 100,000 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 & Admin Volunteer** based in Battambang office with a few travels to project areas.

Habitat for Humanity requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have particular responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse; safeguards the rights of beneficiaries and community members (especially children); and promotes the implementation of Habitat for Humanity's code of conduct.

Habitat is expecting suitable applicants who are willing to undergo rigorous selection and due diligence process for this position.

**Core Functions:** The Finance Volunteer is responsible for maintaining and assisting the Finance Admin Coordinator in providing financial, administrative and logistical support to team members in the Battambang Program Office. She/he is also responsible to assist the Admin and Procurement staff in the procurement processes.

### **Job Responsibilities:**

#### **A. Finance and Banking**

- Assists in reviewing, copying and scanning Finance Vouchers.
- Assists in stamping "Paid" and filing all the Finance Vouchers and the supporting documents
- Collects and reviews data for financial reporting
- Assists in preparation of data send to SunSystems
- Assists in preparation of the financial statement
- Assists in monitoring and updating daily cash
- Assists in issuance of check for payment transaction
- Assists in banking transactions, e.g. deposit, transfers and withdrawals, etc.

#### **B. Administrative matters**

- Works with relevant staff in managing stocks of stationaries and supplies, and keeping appropriate records.
- Supports the tracking, updating and monitoring assets and inventory
- Receives and sends incoming and out-going mails and keeping records
- Keeping track and updating staff temperature list.

- Assists in the preparation of office running cost payments such as utilities, garbage, internet, office rent, office supplies, etc.
- Joins staff monthly meeting and assist in taking minutes
- Responsible to safeguard, report and promote appropriate behaviors
- Performs other duties as assigned by the Finance Admin Coordinator

**Job Requirements:**

1. Upholds and full commitment to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. University degree or university in year 3 or 4 with good English language is a plus
3. At least one-year work experience in finance sector or related volunteering works.
4. Good Computer skills in Microsoft Office
5. With integrity, a reliable and trustworthy person.
6. Be respectful and transparent in dealing with others, commitment, accountable, be flexible, and accept responsibility for delivering outcomes.
7. With good communications skills. Ability to understand and communicate in English is preferred.
8. Willing to work as a team with good organizational and inter-personal skills.
9. Must be willing to learn new things for self-development
10. Be able to work under pressure.

**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 **25 June 2021**.

Female and people with disability are strongly encouraged to apply.