

## **Habitat for Humanity Cambodia Job Description**

<b>Position Title</b>	<b>Finance &amp; Admin Volunteer</b>
<b>Job Grade/Class</b>	N/A
<b>Current Holder</b>	
<b>Based at (Location)</b>	Battambang
<b>Reports To</b>	Finance and Admin Coordinator
<b>Direct Subordinates</b>	None
<b>Assets under Control</b>	To be specified

### **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.

### **Main Tasks**

#### **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.

#### **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

### **Authorities and Authority Limits**

Authorized to provide finance services and admin tasks supervised by Finance admin coordinator

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

Timely completion of work as outlined in the job description with good communication and analytical skills

**Skills/Attribute and Experience**

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 interpersonal skills.
9. Must be willing to learn new things for self-development
10. Be able to work under pressure.

Supervisor (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_

Incumbent (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_