

Habitat for Humanity International in Cambodia Job Description

Title:	Finance and Admin Assistant	Department name:	Support Services
Reports to Title:	Finance and Admin Coordinator	Cross-functional Reporting:	None
Location:	Battambang	Job Grade:	4
Direct reports: List titles (or none)			

Position Summary:

The Finance and Admin Assistant is responsible for supporting the administrative, finance and procurement duties as assigned by the Finance and Admin Coordinator in Battambang Program Office.

Administrative functions include, but are not limited to monitoring and management of stocks and supporting the procurement processes and other tasks required within the Support Services unit.

Key Objectives:

- Assists Procurement in the preparation of quotation evaluation and processes for necessary approvals, and other authorized and payment of obligations to Vendors.
- Manages operation's cash, reviews finance voucher, issues finance cheque, deposit money to the bank, and provide support to assist in Data entry in SunSystems.
- Logistical support on vehicle management and driver's schedule, repairs, and maintenance.
- Provide support on office payment, takes minutes, translates correspondences, document filing, manages outgoing and incoming mail, inventory control, and property administration.
- Performs other duties as assigned by Supervisor.

Financial Tasks:

1. Manages operation's cash and its replenishment based on HFH Cambodia policies.
2. Assists in reviewing the Finance Vouchers, issuance of cheque payments with the correct and adequate supporting documents.
3. Issues Official Receipt for cash received and responsible for its timely deposit to the bank.
4. Liaise with Bank for bank transfer or any bank information.
5. Responsible for filing and maintenance of financial documentation.
6. Assists in Data entry in SunSystems.
7. Performs other duties as assigned by Supervisor.

Administration Task:

8. Provides logistical support for vehicle management and driver's schedule, coordination with garage for repairs and maintenance.
9. Manages and controls consumption of office stationaries and other supplies.

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10. Ensures timely payment of monthly bills for telephone, electricity, Internet/Email, water, office and equipment rentals.
11. Attends and takes minutes of meeting, translates correspondences, document filing, manages all outgoing and incoming mail, arranges transportation and accommodation for visitors.
12. Assists in inventory control and property administration.
13. Assists in office maintenance and reporting.
14. Assists in monitoring staff's leave.

Procurement Tasks:

15. Collects quotations from the suppliers based on the approved Purchase Request Forms and HFH Cambodia Minimum Purchasing Threshold Produce purchase order.
16. Contacts suppliers for purchased or exchange of goods and services.
17. Assists Procurement Committee in the preparation of quotation evaluation summary and processes for necessary approvals from the Procurement Committee and other authorized personnel per HFH Cambodia Delegation of Authority matrix.
18. Prepares and issues approved Purchase Orders (P.Os) to suppliers as per Minimum Purchasing Threshold and obtains signed copies of P.Os from suppliers
19. Assists in tendering, evaluation, placement and monitoring of a portfolio of corporate contracts including the HFH Cambodia's Capital purchasing program under support from procurement officer.
20. Ensures timely payment of obligations to Vendors with appropriate and adequate documentation, review and approval of the Finance Voucher.
21. Performs other duties as assigned by supervisor/ procurement officer.

Success Criteria:

- All vouchers are timely prepared and completed, with correct information and details.
- Timely processing of vouchers and release of payment.
- Filing of documents on a daily basis.
- Ensures proper maintenance of program office, office assets and inventories and supplies.
- Timely issuance of requested goods and services to programs and operations.

Typical Training & Experience

(Education, and Experience - briefly describe the **minimum** education and/or experience required)

Required Knowledge & Expertise

(Competencies and other specifics related to this role and level required)

Education:

- Bachelor's degree in finance or accounting

Experience:

- At least one year of work experience in finance/accounting administrative and procurement with local/International NGOs.

Preferred – in addition to minimum:

- Proficient in Ms. Word and Excel, Spreadsheet, PowerPoint, Outlook and the Internet.

Competencies:

- Good command of English. Good communication and presentation skills.
- Self-motivated, possesses a positive outlook, flexible and able to work under pressure and without close supervision.

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Values and Safeguarding	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – <i>We are part of something bigger than ourselves</i> ○ Courage – <i>We do what’s right, even when it is difficult or unpopular</i> ○ Accountability – <i>We take personal responsibility for Habitat’s mission</i> • Safeguarding: <i>HFHI 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 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.</i>
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Authorities and Authority Limits: <ul style="list-style-type: none"> • None

Working Conditions and Requirements: Travel Expectations: International: Domestic: Percent of time spent traveling: _% Will the individual in this role typically work with children or HFH beneficiaries: Yes (<input type="checkbox"/>) No (<input checked="" type="checkbox"/>)
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Form Submitted by: Von Saren	Date:
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