

## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	<b>Finance Manager</b>	<b>Department name:</b>	<b>Support Services</b>
<b>Reports to Title:</b>	<b>Senior Manager – Support Services</b>	<b>Cross-functional Reporting:</b>	<b>None</b>
<b>Location:</b>	<b>Phnom Penh</b>	<b>Job Grade:</b>	<b>9</b>
<b>Direct reports: List titles (or none)</b>	<b>Finance Supervisor and Procurement Officer</b>		
<b>Position Summary:</b>			
<p>This position is a member of Habitat Cambodia’s Management Team, which primarily contributes to the achievement of the organization’s strategic objectives through the strengthening of its internal accounting controls, continuous improvement of the financial processes and procedures, adherence to applicable laws, regulations, policies, systems and processes, and provision of training and support to the relevant staff.</p>			
<b>Main Responsibilities:</b>			
<b>Budgeting and Funding</b>			
<ul style="list-style-type: none"> <li>▪ Supports the preparation of the annual and mid-year organizational budget for submission to the Leadership Team and approval of the Asia Pacific Office (APO).</li> <li>▪ Supports the preparation of proposal budgets and coordinates with the program team on the development of applicable analysis codes.</li> <li>▪ Manages the uploading of approved budget in the financial database for monitoring and reporting purposes.</li> <li>▪ Coordinates timely preparation and submission of Fund Transfer Request (FTR) and Cash Flow Reports to ensure adequacy of funds for programs and operations.</li> </ul>			
<b>Accounting and Reporting</b>			
<ul style="list-style-type: none"> <li>▪ Manages the regular uploading of financial transactions in the SunSystems for timely reporting of accurate financial information.</li> <li>▪ Supports the Senior Manager in the timely preparation and submission of the Quarterly Financial Reporting Package to the Asia Pacific Office of Habitat for Humanity International.</li> <li>▪ Ensures timely submission of Donor Financial Reports, consistent to the requirements per signed Grant Agreements</li> <li>▪ Facilitates submission of periodic Financial Reports to the Cambodian Government</li> </ul>			

- Supports the preparation of the Quarterly Performance Report to the Area Management Team of the Habitat’s Asia Mekong Hub Region.

**Procurement and Logistics**

- Supports the acquisition and timely provision of services, materials and supplies for the program and operational needs.
- Ensures timely preparation of agreements with Vendors, Consultant, Contract Workers and other stakeholders, with accurate provisions consistent to the laws and applicable policies and procedures.
- Provides logistical support on the travel arrangements for visitors and staff.
- Supports the Admin team, when needed, in the monitoring of fixed assets, updating of fixed asset register, physical count and its reconciliation with the Finance’ records.

**Coordination with Relevant Stakeholders**

- **General Department of Taxation** – ensures timely preparation and submission of monthly and annual tax returns, including the remittance of the tax obligations to the General Department of Taxation.
- **External and Internal Auditors** - Supports the audit process through coordination with the external and internal auditors.
- **Partners** - Monitors the partner’s project financial activities and timely provision of the relevant financial information.
- **Royal Government of Cambodia** - Coordinates with the Compliance Specialist on the provision of required financial information to the Cambodian government.
- **Asia Pacific Office/ Mekong Hub** – supports systems and processes towards the achievement of the Strategic Framework.
- **Habitat Cambodia staff** – promotes understanding of policies, strengthening of internal accounting controls and ensures compliance to systems, processes and regulations.

**Staff Capacity Building**

- Provides coaching and regular feedback for staff growth and development.
- Identify personal training needs and direct reports to support the achievement of Personal Development Plans.

**Success Criteria:** Indicate the metrics or other standards that will be used to measure success in this role.

- Timely provision of accurate financial reports to Donors, Asia Pacific Office and filing of Tax Returns to the General Department of Taxation.
- Timely provision of support on the consolidation of annual budget and uploading to SunSystems.
- Good rating on AP’s quarterly financial indicators and audit results with unqualified opinion.

<p><b>Typical Training &amp; Experience</b>        (Education, and Experience - briefly describe the <b>minimum</b> education and/or experience required)</p> <p><b>Required Knowledge &amp; Expertise</b>        (Competencies and other specifics related to this role and level required)</p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Preferably with ACCA or CPA accreditation, or master’s degree in finance or accounting</li> </ul> <p><b>Experience:</b></p> <p>With at least 5-7 years of work experience in Finance or Accounting with International NGOs and at least three years in supervisory roles.</p> <p><b>Preferred – in addition to minimum:</b></p> <ul style="list-style-type: none"> <li>• Ability and willingness to work a flexible schedule.</li> <li>• Proficiency in e-mail, internet, Excel, Microsoft Word, and PowerPoint.</li> <li>• Knowledge of SunSystems accounting software is an advantage.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good command of English, with excellent communication and presentation skills.</li> <li>• Good analytical skills, good judgment and very detailed oriented.</li> <li>• Self-motivated, possesses a positive outlook, flexible, able to work efficiently and without closed supervision and under pressure.</li> <li>• Outstanding organizational skills, excellent team player, creative and outgoing.</li> <li>• Proactive, strong team-player, strong collaborative approach</li> <li>• Excellent management and interpersonal skills.</li> </ul>
<p><b>Values and Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• <b>Active support of HFHI Values:</b> <ul style="list-style-type: none"> <li>○ <b>Humility</b> – We are part of something bigger than ourselves.</li> <li>○ <b>Courage</b> – We do what’s right, even when it is difficult or unpopular.</li> <li>○ <b>Accountability</b> – We take personal responsibility for Habitat’s mission.</li> </ul> </li> <li>• <b>Safeguarding:</b> HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we</li> </ul>

	<p><i>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></p>
<p><b>Authorities and Authority Limits:</b></p> <ul style="list-style-type: none"> <li>• Review of SunSystems account and transaction codes, financial transactions, financial reports, and bank account information.</li> <li>• Liaison with the bank, Habitat Cambodia’s Partners and Donors.</li> <li>• This position however is not authorized to approve any financial transaction.</li> </ul>	
<p><b>Working Conditions and Requirements:</b></p> <p>Travel Expectations (Percent of time spent traveling)</p> <p>International: ____ Domestic: ____%</p> <p>Will the individual in this role typically work with children or HFH beneficiaries:          Yes (___) No (<u>x</u>)</p>	
<p><b>Form Submitted by:</b></p> <p>Finn Payne</p>	<p><b>Date:</b></p> <p>6 April 2023</p>