

Habitat for Humanity International in Cambodia Job Description

Title:	Finance Assistant	Department name:	Finance Department / Siem Reap Office
Reports to Title:	Finance Supervisor	Cross-functional Reporting:	Sectoral Program Manager
Location:	Siem Reap Office	Job Grade:	4
Direct reports: List titles (or none)	Cleaner, Driver, and Procurement and Admin Assistance		

Position Summary:

The Finance Assistant is responsible for the overall financial assistances and support to Siem Reap Office (and coordinate with National Office), and responsible for Project Accounting and Financial Reporting functions to ensure compliance with the Finance Manual, Stewardship Principles and other organizational policies issued from time to time to promote good stewardship of funds and resources. He/She will provide technical, financial operations and service to the Finance and Program Manager in ensuring efficient functioning of internal controls and procedures, cash management, security of funds financial accounting, reporting and part of budget preparation.

Main Tasks:

Cash/Bank Management:

1. Monitor and up-to-date daily Cash and Bank Book and manage Operation Cash to ensure smoothly operation cash payment and prepare operation cash top up based on HFH Cambodia policies.
2. Manage and maintain cheque properly (blank cheques, cancelled cheques, and written cheques).
3. Ensure that all issued cheques are corrected to the supporting documents, especially the amount of payment.
4. Perform bank reconciliation for all bank accounts in Seam Reap and keep records up to date.
5. Liaison with Bank for bank transfer or bank information for Siem Reap Office.
6. Reviews and process Finance vouchers, record and deliver cash to staff members for HFH Cambodia daily businesses.
7. Review and make payments transaction on E-Banking system to the payees.

Budgeting and Reporting:

1. Provides technical instructions or guidelines on annual budgeting process to the program staff in Siem Reap.
2. Review and encoding, correct account codes and L-codes for all annual budgets of every project.
3. Assist Program Manager to review monthly variance report and donor financial report.
4. Assist Program Managers in controlling budget of each project/program with analyzing the variances of budget against expenditure and provide advice to program manager on finance issue.

Daily Accounting:

1. Check all supporting documents to ensure good sources and supporting documentation for all financial transactions including compliance with purchasing and house construction guidelines/procedures.
2. Ensure that completed Finance vouchers are properly coding and obtain all signatures and requirement supporting documents before making payment.
3. Schedule with Finance Manager and Program Manager to follow up and discuss problems, issues for up to date and make a resolution or action including of follow up actual expenses of the project's staffs.
4. Perform bank reconciliation and monitor Cash/Bank Balance to ensure of cash/fund available for project activities at provincial level.
5. Follow up cash advance to ensure that HFH Cambodia's Staff Advance policies are compliant in all circumstance.
6. Do data entry/upload into SUN System on daily basis.
7. Ensures that all vouchers are properly recorded, systematically filed and maintained in secured cabinets or shelves and accessible only to authorized staff.
8. Provide advice to the Program Manager on all financial matters.
9. Acts as technical resource person in Accounting, Budgeting, Reporting, and other areas of financial management at provincial projects.
10. Disseminate the changes on time in terms of financial policies, procedures/standards to all HFHC staff members.
11. Perform spot check as needed to ensure that all expenses reported by project staff are transparent.
12. Be a committee member to coordinate the procurement process.
13. Perform other tasks required by the supervisor.

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:

- Must hold a bachelor's degree in business administration majoring in accounting or finance.
- CAT or ACCA student is preferable.

Experience:

- Must have at least 2 years' work experience in accounting/finance.

Preferred – in addition to minimum:

- Uphold and fully commitment to Habitat for Humanity Vision, Mission Statement and Mission Principles.
- Good communication skills, including good English speaking and writing skills.
- Good analytical skills, good judgment and must be accurate.

Competencies:

- Computer proficient in Ms. Word and Excel, Spread sheet, Internet, and E- mail. Knowledge of SUN System accounting software is an advantage.
- Ability to work indecently, under pressure and after hours as required.
- Willingness to work as a team with good organizational and inter-personal skills, reliable and trustworthy.
- Must be willing to learn new things for self-development.

<p>Values and Safeguarding</p>	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – We are part of something bigger than ourselves ○ Courage – We do what’s right, even when it is difficult or unpopular ○ Accountability – We take personal responsibility for Habitat’s mission • Safeguarding: 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.
<p>Authorities and Authority Limits:</p> <ul style="list-style-type: none"> • N/A 	
<p>Working Conditions and Requirements:</p> <p>Travel Expectations: International: <u>N/A</u> Domestic: Percent of time spent traveling: <u>20</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries? Yes (<input type="checkbox"/>) No (<input checked="" type="checkbox"/>)</p>	
<p>Form Submitted by:</p> <p>Seng Chanthoeun, Finance Manager</p>	<p>Date: 11th December 2023</p>