

## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	<b>Senior Finance Manager</b>	<b>Department name:</b>	<b>Finance</b>
<b>Reports to Title:</b>	<b>National Director</b>	<b>Cross-functional Reporting:</b>	<b>None</b>
<b>Location:</b>	<b>Phnom Penh</b>	<b>Job Grade:</b>	<b>11</b>
<b>Direct reports: List titles (or none)</b>	Accounting Specialist, Grant Specialist, Procurement Officer, Finance and Administration Coordinator		

### **Position Summary:**

This is a senior leadership position that leads the development and achievement of Habitat Cambodia's strategic objectives, annual business plan and priorities for the Finance and Procurement Units; and provides support to the National Director and the Senior Leadership Team (SLT) in the development, oversight, and implementation of Habitat Cambodia's programs and budget control.

### **Main Responsibilities:**

#### **Direct Oversight and Support to Finance Team**

- Provides direct oversight on the financial activities to support the achievement of the Annual Operations' Plans and objectives.
- Ensures timely recording and reporting of financial information, consistent to US GAAP and reporting requirements of HFHI and the Royal Government of Cambodia.
- Continuous development, improvement and strengthening of internal accounting controls, local policies, systems, processes and procedures.
- Coordinates timely preparation and submission of accurate financial reports to stakeholders (Donors, Asia Pacific Regional Office, Royal Government of Cambodia, Program/ Project Managers, Senior Management Team, External Auditors, Tax Consultant, etc.)
- Facilitates the preparation, consolidation and uploading of annual budget in SunSystems.
- Ensures compliance with HFHI policies and provision of financial management training and support to all Habitat staff, relevant project partners and other stakeholders of Habitat Cambodia.

#### **Supervision of Procurement Team**

- Provides overall leadership and management of all procurement and admin tasks within Habitat Cambodia.



- Ensures procurement policies, administrative processes and procedures are communicated and adhered to by all Habitat Cambodia staff.

**Coordination with the Asia Pacific Office (AP), SLT, Program and Units, and Auditors**

- Coordinates with AP on compliance with HFHI’s policies, systems and processes.
- Planning and Leadership Impact: Supports the SLT in planning and setting the direction of Habitat Cambodia and participates in the strategic planning process.
- Supports Program and Resource Development (RD) in the development of project proposals, budgets, and Agreements.
- Coordinates with RD on grant tracking and updating of pipeline.
- Supports Programs on budget monitoring, implementation of project activities and timely submission of relevant financial reports to Donors.
- Facilitates internal and external audits for projects and Habitat Cambodia.

**Other Tasks**

- Creates and maintains an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of homeowners and community members (especially children and adult at-risk), and promotes the implementation of Habitat for Humanity’s code of conduct.
- Ensures that all employees under supervision complete the mandatory safeguarding induction training and annual safeguarding refresher training.
- Formally reports to the designated safeguarding focal point all safeguarding concerns and allegations brought to his/her notice in the unit/project.
- Team events – Participates in team and organization’s events.
- Performs other duties as assigned.

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

- Timely provision of the accurate financial reports and Audited Financial Statements to Asia Pacific Office and relevant stakeholders
- Timely submission of Periodic Tax returns to the General Department of Taxation
- Timely provision of support on the consolidation of annual budget and its uploading to Sun Systems
- Good rating on AP’s quarterly financial indicators
- With unqualified audit opinion on the external audit
- # of improved processes and procedures

**Typical Training & Experience**

(Education, and Experience - briefly describe the

**Education:**

- Masters degree or post graduate study in Finance, Accounting or related fields.

**minimum** education and/or experience required)

**Required Knowledge & Expertise**  
 (Competencies and other specifics related to this role and level required)

- Study or graduation of a Certified Public Accountant (CPA) or ACCA program.

**Experience:**

- With at least 10 years of work experience in a leadership capacity with a similar size NGO or company, overseeing multi-departmental responsibilities including Finance and Procurement.
- Knowledge of Cambodia financial and tax regulations, especially those pertaining to non-governmental or not-for-profit organizations
- Previous experience in managing grants or contracts with external funding agencies, such as the World Bank, USAID, AUSAID, EU, etc. is an advantage.
- Previous experience in banking or micro-financing is an advantage.

**Preferred – in addition to minimum:**

- Suitability to undertake the responsibilities above at the required level.
- Ability and willingness to work with a flexible schedule.
- Advanced knowledge and experience with accounting and/or financial management software (e.g., Sun Systems, Quick Book, etc.), and Office 365 applications.

**Competencies:**

- Broad financial management skills to direct financial planning, accounting, internal controls, and loan portfolio management needs of the country program
- Strong commitment to team management approach, including good managerial, leadership, supervisory, interpersonal and negotiating skills
- Proven capacity to interact and negotiate with international partners, government officials, corporate partners and grassroots partners
- Good command English, both verbal and written, Khmer language an asset
- Proven integrity and good character especially in the stewardship of resources, transparency and accountability
- Strong commitment to uphold the organization’s Christian roots and principles
- Cross-cultural management experience
- Proven track record in HR management, including recruitment, contract management, etc.

<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> – <i>We are part of something bigger than ourselves</i></li> <li>○ <b>Courage</b> – <i>We do what’s right, even when it is difficult or unpopular</i></li> <li>○ <b>Accountability</b> – <i>We take personal responsibility for Habitat’s mission</i></li> </ul> </li>   <li>• <b>Safeguarding:</b> <i>HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended homeowners, 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 homeowners and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</i></li> </ul>
<p><b>Authorities and Authority Limits:</b></p> <ul style="list-style-type: none"> <li>• Review of Sun Systems 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: <u>5%</u>                      Domestic: <u>20%</u></p> <p>Will the individual in this role typically work with children or HFH homeowners:        Yes (<input type="checkbox"/>)      No (<input checked="" type="checkbox"/>)</p>	
<p><b>Form submitted by supervisor:</b></p>  <p><b>Name:</b>  <b>Date:</b></p>	<p><b>Accepted by employee:</b></p>  <p><b>Name:</b>  <b>Date:</b></p>