



Gender and Development for Cambodia (GADC)

Job Opportunities, (urgent)

Background: Gender and Development for Cambodia (GADC) is a local non-profit and non-political organization. It was admitted to the NGO Good Practice Program (NGO-GPP) for its compliance with all standards in the Code of Ethical Principles and Minimum Standard for NGO in August 2011.

GADC's vision: Cambodia upholds the principle of justice and the rule of law in which women and men are equally empowered to participate in development and to access, use and protect their rights.

GADC's mission: GADC works to promote gender equality as fundamental human rights, which are necessary for Cambodia's social, economic and political development.

GADC is looking for an application by qualified Cambodian candidates for the requiring position is based in Phnom Penh and extensive travel within Cambodia.

Position 1: Finance Officer (urgent)

Purpose:

Ensure financial transactions are properly recorded into system and be compliance to law and organisational policies, maintain accounting system and produce reliable and clear reports in a timely basis. Keep a highest standard of financial management through careful posting data, monthly producing internal financial reporting and good management of accounting financial reporting standard.

Key responsibilities

Management Area:

1. To plan implementation of work on a monthly and weekly basis in accordance with the unit activity plan. To alert manager to potential conflicts and difficulties, and to give input to planning future activities;

Work Duties:

2. Ensure monthly internal financial report properly produce and keep maintainance as appropriate. Liason with auditor during auditing exercises;
3. Ensure financial data entry is accuracy in accordance with accounting system (Quick Book program);
4. Prepare monthly staff salary, benefits, payslip. Ensure report produce in timely basis and prepare staff final payment in coordination with OSHRM. Regularly report of provident fund to staff every quarter;
5. Prepare vouchers for each accounting items but not limit to staff's settlement/clearance and ensure completeness in compliance with policy and procedure;
6. Oversee daily receiving of income and expenditure paperwork from each unit, asking for additional detail and receipts where needed; ensure accuracy, completeness and compliance with organisation and legal requirements;
7. Ensure tax arrangement and correct calculation in timely manner and accuracy;
8. Conduct inventory count every twice per year and ensure the report match with Admin's fixed assets;
9. Support staff in understanding financial procedures and using them appropriately;
10. Backup support to Finance Officer and ED Secretary - Programmes as well as Cashier/Accountant;
11. Carry out other duties appropriate to this post as instructed/ requested by line manager.

Reporting:

12. Daily report to line manager and immediate highlighting of any concerns regarding financial transactions.

Other areas:

13. Work in coordination with other units instructed by line manager;
14. Carry out other duties appropriate to this post as requested by line manager.

Requirement skills and competencies:

- Bachelor degree, Business Administrative or relevant qualifications. Major in finance/ accounting is Preferable;
- 2 year experience related to finance and administrative works;
- Some knowledge on gender issues, finance work, administrative work, knowledge of QuickBooks or similar accounting system and report writing
- Good interpersonal skills and cross-cultural sensitivity;
- Excellent organization skills;
- Strong ability in numeracy and skill in conflict resolution and communicating difficult issues;
- Computer literate, especially in MS Word and Excel;
- Highly competent typing skills, both writing and speaking in English.

Position 2: Cashier and Accountant (urgent)

Purpose:

This position is primarily responsible for proper safekeeping, handing and maintenance of cash management but not limit to disbursement for operating and administrative purposes. Cashier will work closely with all finance team members and report to line manager.

Key responsibilities

Management Area:

1. To plan implementation of work on a monthly and weekly basis in accordance with the unit activity plan. To alert manager to potential conflicts and difficulties, and to give input to planning future activities.

Work Duties:

2. Maintain cash on hand and cash in bank and ensure minimum balance in safe box in accordance with policy;
3. Make a liase with bank in term of fund transfer/disbursement/deposit/withdrawal/opening or closing bank accounts;
4. Issue GADC receipt/invoice/cheques and collect cheque from donor, bank statement as necessary;
5. Regularly visit tax department and bank in timely basis as require;
6. Daily update cash book balance and alert Finance Manager on bank and cash balances;
7. Stamp "PAID" for all Disbursement Vouchers and supporting documents as soon as the check is signed by the authorized signatory;
8. Assist to prepare GADC vouchers and review payment/settlement;
9. Backup support to Finance Officer – Operations;
10. Perform other tasks as assigned by line supervisor.

Filling Management:

11. Maintain all financial and accounting files including all vouchers files, and ensures their safety and completeness.

Requirement skills and competencies:

- Bachelor degree, Business Administrative or relevant qualifications. Major in finance/ accounting is Preferable;
- 2 year experience related to finance and administrative works;
- Minimum 1 year experience of working in related field accounting and finance works;
- Some knowledge on report writing
- Good interpersonal skills
- Excellent organizational skill
- Computer literate, especially in MS Word and Excel;
- Good competent typing skill, both in English and Khmer.

Note: The positions for women candidates strongly encouraged to apply. All interested applicants are requested to submit CV and a cover letter outlining your suitability of the position to **Mr. Norm Sinath**, Operation Support and Human Resource Manager by **Monday of January 27, 2014 at 5:00pm.** **How to apply?**

- Candidate has to convert docs to PDF file before submitting to GADC
- Candidate can apply both email and send hard copies to GADC
- Address of GADC, #89, Street 288, Sangkat Olympic, Khan Chamcar Morn, Phnom Penh, Cambodia.
- Telephone number: 023 215 137, E-mail address: info@gadc.org.kh

Please note that only short listed applicants will be contacted and Documents submitted will not be returned