



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

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| Job Title: | Finance Officer - Project | | |
| Department | Finance and Administration | Unit | Finance |
| Grade: | D | Contract Type | FDC |
| Location: | Phnom Penh (With regular travels to the fields) | | |
| Reports to: | Finance Coordinator-Projects | | |
| Direct Reports: | N/A | | |
| Job Role | | | |
| Role Overview: | Under the direction of the Finance Coordinator-Projects, the Finance Officer will have responsibility for all financial management, including supervising and/or performing all accounting functions, financial reporting, audit, cash management, budgeting, planning, to ensure transparency in all financial transactions of the project and with partners accounts through monitoring activities as per budget and actively participate in building and developing efficiency and effectiveness of the financial management | | |
| Areas of Responsibilities | Key Activities | | |
| Finance Management of the programmes | <ul style="list-style-type: none"> • Ensure the Financial management of programmes as per the guidelines of project and ActionAid Financial policy and frame work. • Develop internal systems as required by donor , maintain proper records in consultation with the AA finance team • Ensure monthly, quarterly financial review of the programmes, provide management reports to the Programme Lead and Project Finance Manager with details of financial variances. • Develop quarterly and project financial plans in consultation with team and partners. • Monthly regular meeting with budget holders on tacking financial report • Compile the financial statements from the programme and partners on a monthly basis and collect and verify the documents submitted; develop a consolidated report and statement at AA Cambodia level monthly, quarterly. • Assist the finance team to audit the report as stipulated by the policies of AAC • Develop financial statements for project for the interim and final report. • Develop and compile financial statements of partners and AAC on a quarterly basis and submit to Donor • Facilitate donor to conduct financial review of the project as per the MOU • Ensure all financial transactions are carried out according to the financial procedures of donor and AA Cambodia. • Maintain finance/administration reports, records and enter the data in the SUN System | | |

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| | <ul style="list-style-type: none"> • Ensure that all Partner Payment are paid on time after completing the formalities. • Oversee the management of the budget for the various support functions. • Together with relevant team member, ensure that SHEA and Safeguarding policies and security and safety procedure are taken into the highest consideration in programme/project implementation at all levels. |
| <p>Support the partners and team</p> | <ul style="list-style-type: none"> • Support the partners in developing financial systems as per the guidelines and procedures and assist them in maintaining the financial records • Organize capacity building programme for the partners on financial management systems • Ensure mutually agreed participatory monitoring system is developed within each partner • Support and coach senior program officers, project officers and partners to follow the agreed financial monitoring system properly. • Provide admin and financial support to the programme teams in organizing the activities. • Ensure financial and administrative procedures are used consistently with the partners to monitor efficiency and effectiveness funds and other resources • Monitoring partners' financial report and ensure that their financial reports to be submitted on time and follow procedures and systems. • Preparing all financial reports for donor with the guidance of the Project Finance Manager . • Provide input towards annual reporting • Engaging in the financial monitoring of local partners to ensure the accountability for funds/resources. • Visiting the partner and field office on a monthly basis to monitor the project financial management. • Maintain all the financial documents of the project including partners at AAC level as per the requirement of donor as detailed in the MoUs • Undertake other duties (within individual competence and capacities) necessary to support to team to achieve plan/department's goal. |
| <p>Participate in budget process</p> | <ul style="list-style-type: none"> • Oversee the universality of all high value/ donor funded project and department providing grounds for consolidation. • Observe and check partners' high value/project donor's budgets for compliance against format requirements and budget allocations. • Provision of input to PO's regarding budget planning. • Assist proposal budget development • Engage in AAC annual budget process |
| <p>Policies, procedure and Finance/Admin Manual</p> | <ul style="list-style-type: none"> • Support Partners on following AAC Financial Policy & Procedure Manual • Assist in developing and updating all Finance/Admin policies, procedures and manual in collaboration with the Senior Management, donors and partners. |

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| Audit | <ul style="list-style-type: none"> • Provide support and facilitate the project audit and annual organization audit. • Ensure that external/ Internal audit recommendations are implemented and integrated by AAC and partners. • Maintain financial records and reports of the projects and enter the data on time into SUN system • Control daily/monthly cash & bank balance and remittance to AAI and donors. • Ensure those fund requests are transferred as a proper plan and project partner accounts are settled on due date and reconciled with SUN system. • Design and update financial report pack for partners • Prepare timely financial report for donor funded projects • Prepare monthly probable income from AAI • Prepare yearly project incomes forecast |
| Monitoring of budget utilization | <ul style="list-style-type: none"> • Contribute towards the financial audits of Country Office and Partners • Support the preparation of annual internal audit calendars, audits Terms of Reference (TOR) and circulate to all Partners • Apply a sound knowledge and understanding of internal auditing to give reassurance to the ActionAid Cambodia management that the system of internal control is adequate to achieve management objectives in an efficient and orderly manner as a contribution to the proper, economic and effective use of the resources. |
| Others | <ul style="list-style-type: none"> • Provide similar support as detailed above to LRPs and finance operation of AAC including general disbursements, payroll process and monthly tax preparation and submission as needed in accordance with Head of Finance and Administration instructions. • Aware and fully comply with the Code of Conduct of ActionAid and SHEA and Safeguarding policies both on-duty and off-duty and other approved organisational policies and procedure. • Perform other finance related tasks as required and Project Finance Manager or Project Manager. |
| Key Relationships to reach solutions | |
| Internal (to ActionAid or team) | External |
| Finance Team | Partners (and LRPs as requested) |
| Programme and Programme Quality Teams | Auditors |
| Fundraising Team | |
| Person Specification | |
| Education & Certifications | <ul style="list-style-type: none"> • Bachelor degree on accounting and finance or related field |
| Essential Experience Knowledge and Skills | <ul style="list-style-type: none"> • Minimum 3 to 5 years' experience in finance and related field with at least 3 years' solid experiences working and liaison with institutional donors and partners on project/grant management and compliance. • Minimum 3-year experience in similar position and managing partners • Excellent written and oral English • Capacity to work in teams, as well as taking own initiatives |

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| | <ul style="list-style-type: none"> • Financial planning, budgeting and cash management • Assessment and improvement of financial systems and procedures • Familiarity with general accounting and auditing procedures • Accuracy, attention to details, initiative and ability to manage multiple tasks • Good interpersonal skills • Time management • Effective Communication • Strong computer software knowledge: Microsoft Word, Microsoft Excel, QuickBooks • Typing in both Khmer and English |
| Desirable Knowledge, Experience and Skills | <ul style="list-style-type: none"> • Experience in audit field is preferred • Knowledge of computer accounting system-Sun |
| Personal Qualities | <ul style="list-style-type: none"> • Highly responsible to complete duties • Commit to the deadlines • Willing to take on more responsibilities • Honesty, integrity & trustworthy • Good team player and able to work under pressure |

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Prepared by: _____ Signature _____ Date: _____
Country Director

Reviewed by: _____ Signature _____ Date: _____
Head of HROD

Accepted by: _____ Signature _____ Date: _____
Name of staff