



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Finance Coordinator - Project		
Department	People Finance & Operations	Unit:	Finance
Grade:	D	Contract Type:	Fixed Term
Location:	Phnom Penh (With regular travels to the fields)		
Reports to:	People Finance & Operations Lead		
Direct Reports:	Finance Officer-Project		
Job Role			
Role Overview:	<p>The Finance Coordinator-Project is responsible for the financial management, accounting, and grant management of projects such as EU consortium projects, and programs/projects funded by other institutional and high-value donors. This position ensures compliance with the legal and statutory requirements of ActionAid International Cambodia (AAC), while adhering to the established policies, procedures, and guidelines.</p> <p>Under the supervision of the People Finance & Operation Lead, the Finance Coordinator manages project finances, including budgeting, forecasting, accounting, financial reporting, grant management, and monitoring of project expenditures. The role also includes partner finance capacity building and oversight to ensure compliance with EU and other donors' rules and regulations. Additionally, it involves contract management systems (CMS), SUN system, project audits, and participation in audits with partners.</p>		
Areas of Responsibilities	Key Activities		
Accounting and Finance	<ul style="list-style-type: none">• Collaborate with the Programme Team, budget holders, and consortium partners to ensure compliance and support partner financial management for donors, EU-funded and other institutional projects.• Oversee financial management, accounting, and compliance for donor and institutions such as EU-funded projects and ensure adherence to ActionAid and donor guidelines.• Prepare and submit internal financial reports (monthly, quarterly, and annually) and manage the creation and upload of project budgets into the Sun system.• Review and post financial transactions, ensuring accuracy and compliance with approved budgets, and reconcile fund balances for all projects.• Coordinate and monitor partner financial management, addressing any discrepancies, and ensure timely and accurate reporting in the SUN system.• Work closely with the finance team to conduct month-end and year-end closings, ensuring proper project financial closure.• Manage project cost recovery and co-financing/matching funds and provide performance analysis on a monthly and quarterly basis.		

Contract management and monitoring	<ul style="list-style-type: none"> • Provide performance analysis and variance reports on programme/project spending, including EU-funded projects, to Management and budget holders. • Ensure accurate data entry into the CMS system, uploading official project financial documents, and providing feedback on the system's use to the Super User. Attend regular CMS meetings in the absence of the finance focal point. • Integrate SHEA and safeguarding policies into the project implementation cycle and ensure compliance at partner and beneficiary community levels.
Planning and budgeting	<ul style="list-style-type: none"> • Develop and consolidate the annual programme/project plan and budget as part of the country's annual budget process. • Coordinate and assist in the annual budget development, including cost recovery aspects. • Provide guidance and training on EU rules and regulations to programme/project staff and partners. • Collaborate with project budget holders and partners to develop project budgets in compliance with donors, EU, and AAC regulations. • Support project managers/budget holders in preparing budget revisions, addendums, or realignments as requested by donors, partners, and AAC.
Partner Assessment and Capacity Building	<ul style="list-style-type: none"> • Responsible for the assessment of partners' financial systems for selection in implementing EU and other funded projects. • Evaluate partner capacity and provide training and coaching on AAC, EU, and donor compliance policies and procedures. • Share lessons learned and best practices in project financial management across relevant partners and projects for continuous improvement and documentation.
Reporting and Coordination	<ul style="list-style-type: none"> • Manage and coordinate partner and third-party compliance, ensuring transparent financial, administrative, and operational procedures. • Work with the programme team to monitor partner progress on plans and budgets, ensuring timely and accurate reporting. • Adjust and reconcile budgets as needed. • Prepare annual project/programme budgets for internal use and contribute to the 3-year financial plan. • Monitor expenditure of all programmes/projects, highlighting concerns and reporting to People Finance & Operation Lead, Programme & Business Development Lead, Finance team and budget holders. • Produce and submit monthly, quarterly, half-year, and annual project financial reports. • Collaborate with the finance team to conduct financial analysis and cost-effectiveness reviews as requested by department head and SMT. • Provide technical support to Finance Officer-Projects and partners on reporting and system issues. • Maintain financial documents per donor and AAC requirements, and support field visit monitoring trips to ensure compliance. • Prepare donor-specific financial reports and ensure timely submission. • Engage in regular meetings with Project and Thematic Teams, providing finance updates and analysis
Internal Controls and Audit	<ul style="list-style-type: none"> • Develop Terms of Reference (ToR) for external audits of EU-funded and other assigned projects, coordinating with department head and the audit firm on scope, schedule, and documentation. • Ensure all relevant stakeholders are informed of upcoming audits and that financial reports are available. • Support external, internal, and global audits, ensuring smooth audit processes.

	<ul style="list-style-type: none"> • Ensure the implementation of audit recommendations as per management response. Provide support for internal and external audits related to partners' funded projects. • Consult with budget holders on financial reports or other finance-related matters. • Conduct financial monitoring reviews for EU-funded and other projects, providing quarterly and yearly recommendations to partners. • Apply internal auditing knowledge to assess and improve internal controls, ensuring the effective and efficient use of resources.
Partner Audit	<ul style="list-style-type: none"> • Oversee the financial review process conducted by FOs of each partner, providing technical support and oversight. • Participate in partner audits as required by the department head • Collaborate with DH, programme departments, and Finance Coordinator and finance officers to plan and schedule cross audits of different partners. • Consolidate audit reports from the relevant finance team and share results with DH and SMT. • Follow up on audit recommendations and ensure process updates through coordination with finance and programme departments.
Policies, procedures and Finance Manual	<ul style="list-style-type: none"> • Contributes to the development and updating of Finance policies, procedures, and manuals in collaboration with the other finance team members, donors, and partners. • Support partners in adhering to AAC Financial Policy & Procedure Manual and donor requirements. • Assist in the continuous development of programme/project officers' knowledge in project appraisal and financial reviews.
Fundraising	<ul style="list-style-type: none"> • Support the development of budgets for concept notes and proposals, including conducting budget and cost recovery analysis, and assist DH in preparing the budget for the finance and admin department.
Line Management	<ul style="list-style-type: none"> • Line manages Finance Officer-Project, setting performance objectives, conducting performance appraisals, and providing necessary feedback. • Offer training, coaching, mentoring, and guidance to ensure staff understand and effectively execute their responsibilities. • Collaborate with the P&C team, including line manager, to identify training needs and create individual development plans for staff. • Monitor and support continuous professional development, ensuring it aligns with staff needs. • Provide consistent direction, one-to-one support, and guidance, ensuring effective team activity implementation and work/life balance. • Facilitate staff recruitment and orientation and manage basic HR functions in line with AAC policies. • Foster teamwork, professionalism, and accountability, ensuring that all supervisees meet Health, Safety, SHEA, and Safeguarding obligations. • Ensure that all staff are fully oriented on SHEA, Safeguarding, and Financial Policies and Procedures.
Other	<ul style="list-style-type: none"> • Provide training, refreshers, and inductions to staff and partners on grant compliance and other relevant areas. • Assist PF&O Lead with other responsibilities as needed. • Consistently uphold and comply with ActionAid's Code of Conduct, including policies on Sexual Harassment, Exploitation, and Abuse (SHEA), Safeguarding,

	<p>and Child Safeguarding, both during and outside of working hours, along with all other approved organizational policies and procedures.</p> <ul style="list-style-type: none"> • Support PF&O Lead in executing relevant assignments and tasks.
Key Relationships to reach solutions	Key Relationships to reach solutions
<i>Internal (to ActionAid or team)</i>	<i>External</i>
People Finance & Operation Lead	Partners, Consortium partners and third parties (and LRP partners where appropriate)
Project Finance Team	Auditors and Accountants of AAC and LRPs
Programme Team	Finance Alliance Groups/Networks
All staff	
Person Specification	
Education & Experience	<ul style="list-style-type: none"> • Bachelors, preferably Master Degree in Finance and Accounting with at least 5 of experience in financial management, with a strong focus on budgeting, planning, and cash management, including significant experience with EU and Government Aid Agencies (GAA) financial rules and reporting requirements. • Professional Certification such as CCA, CPA, or similar Accounting/Financial Management qualification will be added advantage
Essential Knowledge and Skills	<ul style="list-style-type: none"> • Expertise in financial systems and procedures, including policy development, implementation, and improvement, with practical experience in auditing, procurement, and partner capacity building. • Strong technical proficiency in Microsoft Excel, Word, QuickBooks, and familiarity with Sun System is an advantage. • Proven leadership and analytical skills, with the ability to take initiative, solve problems, and ensure compliance in financial reporting. • Fluent in English and Khmer, with keen attention to detail in financial analysis and donor compliance.
Desirable Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Proven experience in analyzing financial reports and plans, extracting actionable insights for management and various donors. • Strategic thinker, capable of aligning financial decisions with broader organizational objectives. • Ability to work independently with minimal supervision while staying focused on tasks and objectives. • Travel frequently to the field and province
Personal Qualities	<ul style="list-style-type: none"> • Result oriented person; ability to manage multiple tasks, work under pressure and meeting deadlines • An honest and trustworthy person with attention to detail and accuracy • Excellence inter-personal communication/negotiation skills both in written/oral Khmer and English with strong sense of team spirit
English proficiency	<ul style="list-style-type: none"> • Proficient in understanding and speaking to engage in complex conversations without the need for translation.

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:

Line manager

Signature

Date:

Reviewed by:

People Finance & Operation Lead

Signature

Date:

Approved by:

Country Director

Signature

Date:

Accepted by:

Name of staff

Signature

Date: