



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	People Finance & Operation Lead		
Department	People Finance & Operation	Unit	Operations
Grade:	F	Contract Type	Regular
Location:	Phnom Penh with travels to the field and internationally as required		
Reports to:	Country Director		
Direct Reports:	1. People & Culture Coordinator 2. Finance Coordinator 3. Finance Coordinator (Projects) 4. IT Officer		
Job Role			
Role Overview:	The People, Finance & Operations Lead plays a pivotal role in ensuring ActionAid Cambodia’s operational excellence and organizational sustainability. This leadership role oversees and integrates core support functions—human resources (People & Culture), financial management, administrative operations and IT—to ensure alignment with the Country Strategy Paper (CSP) and organizational policies. This position ensures compliance with internal controls, donor regulations, and national laws while fostering a culture of accountability, equity, and efficiency. As an integral part of the Senior Management Team (SMT) and working closely with Country Director and relevant department and units, this role drives strategic planning and execution across operational systems, enabling effective programme delivery and a healthy work environment.		
Accountabilities			
Areas of Responsibilities	Key Activities		
Strategy development and implementation	<ul style="list-style-type: none">• Lead the development and periodic review of the operations, people, finance, and IT strategies to align with ActionAid Cambodia’s Country Strategy Paper (CSP) and organizational goals.• Develop and implement integrated strategies for resource mobilization, budget planning, and optimal resource allocation across departments to ensure organizational sustainability.• Design and lead People & Culture strategies that promote organizational values, diversity, equity, staff wellbeing, and performance excellence through talent acquisition, retention, and development.• Guide long-term financial planning, including forecasting and risk management aligned with donor requirements and internal controls.• Develop & ensure frameworks for efficient administration, procurement, logistics, and asset management to support high-quality programme delivery.• Lead the development of IT strategy to strengthen digital infrastructure, data protection, and innovation that enhances operational efficiency and programme delivery.• Oversee the formulation and revision of policies related to finance, People & Culture, SHEA & Safeguarding, procurement, and IT, ensuring consistency with national law and global AA standards.• Facilitate strategic coordination between programmes and operational		

	<p>functions to ensure systems and strategies support organizational effectiveness and impact.</p> <ul style="list-style-type: none"> • Establish systems to monitor and assess the effectiveness of operational strategies, capturing lessons learned and adapting plans accordingly.
Strategic Financial Management & Sustainability	<ul style="list-style-type: none"> • Provide strategic leadership in financial planning and management to ensure organizational integrity, transparency, and accountability in compliance with ActionAid International (AAI) frameworks, national regulations, and donor requirements. • Ensure alignment of all financial systems and practices with AAC's Country Strategy Paper (CSP), supporting the achievement of long-term programmatic goals and financial sustainability. • Lead annual budgeting and forecasting processes, overseeing expenditure control and disbursement across country operations and Local Rights Programmes (LRPs), while optimizing fund utilization based on strategic priorities. • Approve and review financial elements of programme proposals, ensuring donor compliance, timely and accurate reporting, audit readiness, and systematic donor receivable tracking. • Oversee national cash flow and liquidity management, including exchange rate risk mitigation and cash reserve policies, to ensure stable financial operations and sustained programme delivery. • Strengthen internal controls, documentation, and reporting systems to support high-quality financial management, donor confidence, and organizational credibility. • Foster a culture of financial sustainability through proactive scenario planning, cost-efficiency measures, and strategic use of financial data to inform decision-making across all levels. • Collaborate with the Programme and Business Development team to develop costed strategic plans and funding scenarios, integrating multi-year budgeting with resource mobilization plans. • Contribute to fundraising efforts by providing financial insights and support in the development of grant proposals, ensuring full-cost recovery, donor compliance, and alignment with organizational priorities • Analyze funding gaps and financial trends to inform strategic decisions, identify new funding opportunities, and support diversification of income streams including unrestricted and flexible funding. • Design and implement financial sustainability strategies, including risk mitigation measures and financial reserves planning, to ensure organizational resilience and uninterrupted delivery of core programmes. • Support donor engagement through transparent financial reporting, value-for-money demonstrations, and strategic communication on the financial impact of AAC's work.
Annual Planning & Financial Budgeting & Reporting	<ul style="list-style-type: none"> • Lead strategic and annual financial planning processes across departments and partners, ensuring alignment with ActionAid Cambodia's Country Strategy Paper (CSP) and the national Resource Allocation Framework (RAF). • Design, review, and implement budget templates and tools to guide accurate, cost-compliant, and timely preparation of multi-year and annual budgets, including consolidation and submission to ActionAid International. • Oversee donor financial reporting and compliance, ensuring accurate, timely submissions in line with donor requirements, managing claims, receivables, audit preparedness, and financial communication with donors. • Coordinate regular budget forecasting and revisions to adapt to programmatic shifts and maintain financial sustainability, ensuring approved

	<p>budgets are uploaded into systems and monitored consistently.</p> <ul style="list-style-type: none"> • Contribute to financial risk mitigation and resource optimization strategies, supporting the development of diversified funding models and reserves planning to ensure long-term organizational resilience. • Provide technical guidance on HR cost planning and workforce budgeting; collaborate with HR and SMT to align staff structures and capacity development plans with financial and strategic priorities. • Support the preparation and monitoring of Finance and Operations departmental budgets and work plans, promoting efficiency, accountability, and performance management across teams.
People Culture & Operations	<ul style="list-style-type: none"> • Provide strategic leadership on people management, including talent acquisition, development, and retention strategies aligned with organizational needs. • Promote an inclusive and values-driven work culture that upholds ActionAid's Code of Conduct, SHEA, and safeguarding policies. • Oversee performance management, staff development plans, and capacity-building initiatives for both staff and partners. • Lead HR policy development and ensure compliance with local labor laws and AAI global HR standards. • Monitor and advise SMT on national regulatory changes and trends in HROD to ensure compliance and inform strategic decisions. • Promote organizational governance and strategic leadership through reflective practices and partner engagement initiatives in coordination with the Country Director and focal points.
SHEA & Safeguarding	<ul style="list-style-type: none"> • Provide strategic oversight to institutionalize and mainstream SHEA & Safeguarding across AAC and its partner network, ensuring alignment with organizational values, the Code of Conduct, and Country Strategy Plan. • Lead the development, rollout, and continuous improvement of safeguarding systems, tools, and mechanisms to foster a culture of accountability, safety, and feminist leadership across all levels. • Ensure regular assessment of AAC and partners' safeguarding capacities and lead the design and implementation of targeted capacity strengthening initiatives, including policy integration, training, and ongoing technical support. • Serve as the organizational focal point for safeguarding assurance reporting to ActionAid International, ensuring timely submission, accuracy, and compliance with global standards. • Strategically collaborate with programme, PQL, and LRP teams to embed safeguarding into partner management systems, including annual assessments, compliance tracking, and co-creation of capacity development plans. • Champion cross-functional coordination and learning to elevate safeguarding practices, protect the dignity and rights of all stakeholders, and reinforce ActionAid's feminist and rights-based approach.
Operation and Governance Leadership	<ul style="list-style-type: none"> • Provide strategic and operational leadership in the nationalization and membership development process of AAC, ensuring alignment with AAI standards, legal requirements, and feminist governance principles. • Facilitate the institutionalization of good governance practices by supporting the Country Director and Board in the registration process, development of statutes, and effective functioning of governance structures. • Coordinate orientation, capacity development, and ongoing engagement of Board members, ensuring alignment with AAI governance guidelines and Board Terms of Reference.

	<ul style="list-style-type: none"> • Lead on governance operations by organizing Board and sub-committee meetings, supporting documentation, and ensuring effective communication between SMT and the Board for informed decision-making. • Oversee and contribute to the development of governance tools, including the Governance Manual, with a strong emphasis on financial oversight, risk management, and compliance. • Serve as a key liaison with the Finance & Audit Committee, ensuring regular reporting, audit readiness, and financial accountability at governance levels. • Proactively engage and support the Board's strategic oversight role to strengthen AAC's organizational performance, transparency, and accountability.
IT & Operations	<ul style="list-style-type: none"> • Lead and oversee the administration of IT systems and operations, ensuring efficient integration with organizational objectives and program delivery. • Manage IT infrastructure, policies, and data security, ensuring compliance with regulations and supporting operational needs. • Streamline administrative processes, facilitating effective resource utilization and workflow across departments. • Ensure IT systems support communication, reporting, and monitoring, providing the necessary tools for staff, partners, and stakeholders. • Supervise office facilities, procurement, logistics, and compliance with AAC's policies and external regulations.
Team management and capacity building	<ul style="list-style-type: none"> • Oversee and manage teams across Finance, HR, Operations, and IT functions, ensuring effective collaboration, goal alignment, and performance management to support organizational objectives. • Identify skills gaps within the team, design and implement training programs, and provide mentoring/coaching to enhance staff capacity in financial management, operational efficiency, and organizational policies. • Conduct regular performance reviews, provide feedback, and foster an environment of continuous learning and growth to ensure the team operates effectively and achieves set goals. • Facilitate strong working relationships between finance, HR, operations, and IT teams to ensure seamless delivery of organizational functions, promoting knowledge sharing and teamwork. • Lead the development and delivery of training on key policies, including finance, operational procedures, and compliance with AAC's standards, to ensure understanding and adherence across all teams. • Develop and implement strategies for staff development, succession planning, and capacity building to ensure long-term sustainability and growth of the team.
Other	<ul style="list-style-type: none"> • Consistently uphold and comply with ActionAid's Code of Conduct, including policies on Sexual Harassment, Exploitation, and Abuse (SHEA), Safeguarding, and Child Safeguarding, both during and outside of working hours, along with all other approved organizational policies and procedures. • Perform other tasks as requested CD.
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	4
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	Yes
<i>Manager of Team Leaders/Managers</i>	Yes

What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all CP/AP locations (in-country)	Yes
Financial (limits/mandates)	People Finance & Operation Lead
Direct departmental budget:	People Finance & Operation Lead
Organisation-wide expenditure	People Finance & Operation Lead
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
SMT members, all AA Country staff, relevant ActionAid International Functions and Asia Regional Lead	Partners, Media, Government, Donors, CSOs leaders, Alliance Networks, External Auditors, Financial Institutions
Person Specification	
Education & Experience	<ul style="list-style-type: none"> Master's degree in management/finance/accounting management. Professional Degree on Accounting or Financial Management Qualification such as ACCA, CPA are preferable with at least 10 years of proven experience in relevant field. Proven experience working across multi-cultural and cross-functional teams within a development organization context, fostering collaboration, inclusion, and culturally sensitive practices to drive organizational effectiveness. Proven experience in analyzing financial reports and plans, and drawing insight for use by management and different donors Proven experience in developing, implementing and monitoring finance and administration policy, systems and procedures
Essential Knowledge	<ul style="list-style-type: none"> Advanced experience in and knowledge about project cycle management, partnership management and grant management. Excellent understanding of development partnerships, fundraising, donor strategies, functions, governmental and international relations in the country. Knowledge of the donor funding environment in country and in the region and experience of building relationships with donors including knowledge of the political and socio-economic development context for Cambodia and Southeast Asia. Outstanding policy advocacy and campaigning skills and experience, including development of policy brief and position paper. In-depth understanding of Human Rights Based Approach to Development and programming issues and policy work at state, national and international levels. Knowledge of development trends, civic space, development approaches of Cambodia. Demonstrated strong understanding of gender issues in development and demonstrable commitment to promoting gender equality and

	leadership within the organisation and in programme work. • Strong knowledge of M&E methodology and quality assurance.
Essential Skills	• Strong written and verbal communication skills and the ability to clearly convey findings and ideas in written proposals, reports, presentations and meetings to external stakeholders and donors in particular. • Leadership and management • Strategic thinking • Networking, influencing and interpersonal skills • Crisis management and conflict resolution • Planning, organisation, time management, and coordination • Fluency in written and spoken English and Khmer • Proficiency in MS Office
Ability	• Work on own initiative with minimum supervision and focus • Work under pressure and tight deadlines • Travel frequently
Personalities	• A self-starter who is creative, diplomatic, mature and decisive. • Team leaders and team player • Respect others, care for others, and accountable for own actions.

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 organisational 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: