



## ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

<b>Job Title:</b>	<b>Senior Finance Officer - Programme</b>		
<b>Department</b>	Finance and Administration	<b>Unit</b>	Finance
<b>Grade:</b>	E	<b>Contract Type</b>	FDC
<b>Location:</b>	Phnom Penh (With regular travels to the fields)		
<b>Reports to:</b>	Head of Finance and Admin		
<b>Direct Reports:</b>	Finance Officer(s)– Programme		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The position exists to ensure the financial management of programme and legal integrity of ActionAid International Cambodia (AAC) and local statutory requirements within the framework of the policies and procedures established and the requirements policy and guidelines are adhered to and complied with</p> <p>Under the direction of the Head of Finance and Admin (HoFA), the Senior Finance Officer – Programme (SFO) will be responsible for overseeing Partner programming compliance - Planning and Budgeting in relation to programme/ projects, Grant Management including EU funded projects and overseeing the monitoring of budgets against activities.</p> <p>The SFO is responsible for daily accounting duties including supervising and/or performing all accounting functions related to the role including financial reporting, budgeting/forecasting, planning, grant management, monitoring expenditure, mainly is EU funded projects and other assigned projects; alongside contract management system (CMS) for Finance section related , SUN system and audit participation with partners.</p> <p>The position holder fully adheres to and comply with ActionAid Code of Conduct and SHEA and Safeguarding policies both on-duty and off-duty.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Accounting and Finance</b>	<ul style="list-style-type: none"> <li>• Liaise with Programme Team and budget holders in relation to institutional and high value projects to input and support the work of Partner and Programme compliance.</li> <li>• Manage and Oversee High Value and Institutional Grant Management and compliance as related to the relevant programmes/projects, including EU funded projects.</li> <li>• Coordinate financial review and proactively address any irregularity in the partners' financial management.</li> <li>• Submit all internal programme/project financial reports – EU funded projects and any other assigned projects (monthly, quarterly) in a timely manner.</li> <li>• Maintain financial reports and back up records.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Prepare Partner, department and Programme/Project budgets in import template and upload into Sun system.</li> <li>• Consult with HoFA to create template of budget/reports if needed to improve finance reporting and budget.</li> <li>• Check &amp; post all programme/project including EU funded projects related financial transactions into Sun system.</li> <li>• Check project funded financial reports of partners and book into system.</li> <li>• Monitor fund transferred and expenditure of partners and reconciled in the system.</li> <li>• Checking Probable income and expenditure related programme/projects and booking into system.</li> <li>• Manage and reconcile fund balance for all programme/projects including EU funded projects.</li> <li>• Ensure all procurement is in accordance with ActionAid and donor guidelines.</li> <li>• Ensure project costs recovery is charged as agreed budget and provide project costs recovery performance on monthly and quarterly basis.</li> <li>• Working closely with finance team to conduct month-end and year-end closing for programme/project accounting transaction related.</li> </ul>
<b>Contract management and monitoring</b>	<ul style="list-style-type: none"> <li>• Analyze and advise on performance of programme/ project including EU funded projects spending with variance analysis reports.</li> <li>• Data entry into CMS system in section “Deliveries” and ensure all official project financial documents are uploaded into the system as required from time to time or in the absent of finance focal for project, attend regular CMS meeting, provide feedback from using CMS system to Super User on regular basis.</li> <li>• Include and embedding SHEA and safeguarding in the project implementation cycle as well as supporting in its compliance and implementation at partner and beneficiary community level.</li> <li>• Ensure SHEA and safeguarding policy compliance in all project at partner and programme beneficiary community level.</li> </ul>
<b>Planning and budgeting</b>	<ul style="list-style-type: none"> <li>• Provide inputs, coordinate and assist in the annual budget development and consolidation.</li> <li>• Contribute to the development, review and consolidation of country programme plans and budgets.</li> <li>• Provide support to budget development for concept note/proposal budget development. Support Head of Finance in preparing budget for finance department.</li> </ul>
<b>Partner assessment</b>	<ul style="list-style-type: none"> <li>• Coordinate and participate in the assessment partner's financial system for selection partner to implement project funded.</li> </ul>
<b>Reporting and Coordination</b>	<ul style="list-style-type: none"> <li>• Manage &amp; co-ordinate all the Partner and third party compliance work, ensuring correct, full transparent and accountable financial, administrative and operational procedures are followed.</li> <li>• In coordination with programme, and child sponsorship teams, monitor progress of partners' implementation of plans and budget</li> </ul>

	<p>and ensure timely and accurate monthly, bi-annual and annual report (programme, finance and sponsorship).</p> <ul style="list-style-type: none"> <li>• Make adjustment/reconciliation as appropriate.</li> <li>• Prepare annual budget of programme/project for internal purposes of the CP.</li> <li>• Assist in preparing 3-year financial plan for CP.</li> <li>• Monitor expenditure against budget of all programme/projects - EU funded projects and any other assigned project.</li> <li>• Highlight any areas of concern relating to the projects budget and spending and bring to the attention of HoFA and budget holders.</li> <li>• Create and maintain Finance folder for keeping all Finance document and reports.</li> <li>• Produce monthly, quarterly, half year and the annual project financial report under his/her responsibility and submit to HoFA and budget holders within the agreed timeframe.</li> <li>• Together with Head of Finance and Admin and other finance staff conduct cost effectiveness and other financial analysis as requested by SMT.</li> <li>• Provide support to team and project finance staff on reporting, system and technical issues.</li> <li>• Provide support to partners on technical issues and reporting problems.</li> <li>• Maintain all the financial documents of the projects / partners at AAC level as per the requirement of donor and AAC detailed in the MOUs.</li> <li>• Conduct and support Finance Officer – Programme (FO) for field visit monitoring trips to ensure that all project/programme accounting documents are accurate and follow the financial policies and guidelines.</li> <li>• Prepare Project financial report in the format and currency of donor to submit to HoFA, budget holders and donor for EU Funded projects and any other assigned project.</li> <li>• Provide support and ensure all responsible project donor finance reports are submitted as schedule.</li> </ul>
<p><b>Internal Controls and Audit</b></p>	<ul style="list-style-type: none"> <li>• Draft the ToR for external audit related EU funded project and any other assigned project and make audit programme with agreement from Head of Finance and Admin and External audit firm on scope of work, timetable &amp; documentary. Ensure that all related people are informed of the coming audit and that financial reports are available for audit as agreed audit schedule.</li> <li>• Assist &amp; provide support for external audit including global audit and project audit including EU funded project and internal audits and ensure audit process are running smoothly.</li> <li>• Follow up audit recommendations.</li> <li>• Cooperate in consolidating, checking 3 years plan and annual budget from budget holders.</li> <li>• Support for AAI Internal Audit and External Audit related to partners funded projects in relation to funded programme/project .</li> </ul>

	<ul style="list-style-type: none"> <li>• Consolidate all findings and highlight them to related people and inform to others if need.</li> <li>• Consult the budget holders on financial report or other finance related work when necessary.</li> <li>• Do the finance review partners for EU funded project related and produce recommendation report to them on quarterly and yearly basis.</li> <li>• 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.</li> </ul>
<b>Partner Audit</b>	<ul style="list-style-type: none"> <li>• Oversee the financial review plan and process conducted by FO of each Partner and provide technical support/oversight on financial review to FOs.</li> <li>• Participate in partner audit where and when required by Head of Finance and Admin.</li> <li>• Work with Head of Finance, programme department and finance officers to plan/schedule for cross audit of different partners.</li> <li>• Consolidate audit report of relevant partners from relevant FOs and share with the Head of Finance and Admin and/or SMT on the result and audit report.</li> <li>• Follow up on the audit recommendation and update of process through coordination with various finance and programme departments.</li> </ul>
<b>Policies, procedures and Finance Manual</b>	<ul style="list-style-type: none"> <li>• Assist in developing and updating all Finance policies, procedures and manual in collaboration with the Strategic Management Team, donors and partners.</li> <li>• Support Partners on following AAC Financial Policy &amp; Procedure Manual or Donor requirements.</li> <li>• Support the continuous development of programme/project officer's knowledge in programme/project appraisal and financial reviews.</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides /obtains feedback when necessary.</li> <li>• Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.</li> <li>• Works with HR Function and in consultation with HoFA to identify training needs and development opportunities for supervised staff and to assist to create individual development plans.</li> <li>• Monitor and evaluate continued professional development to ensure it is responding to need.</li> <li>• Provide clear direction, guidance, one-to-one support, mentoring and coaching on a consistent basis and as required.</li> <li>• Assist and support team to implement activities effectively</li> <li>• Monitor time and task management to ensure staff work/life balance and staff retention.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support accountability and communication across relevant departments.</li> <li>• Involves in recruitment of staff under supervision and assists in the orientation for new staff in related field.</li> <li>• Manage basic HR requirements in accordance with AAC HR policies and procedure.</li> <li>• Ensure a good teamwork and professionalism.</li> <li>• Ensure staff under the supervision meets all its Health and Safety and safeguarding obligations to staff and relevant stakeholders.</li> <li>• Ensure all supervisees are fully oriented and inducted sufficiently on SHEA and Safeguarding, and Financial Policies and Procedure policies.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Provides training/refresher/induction to all staff and partners on related fields, including grant compliance.</li> <li>• Other responsibilities as requested by the Head of Finance.</li> <li>• Assist and Support HoFA and other necessary relevant assignment.</li> </ul>
<b>Key Relationships to reach solutions</b>	
<b><i>Internal (to ActionAid or team)</i></b>	<b><i>External</i></b>
Head of \Finance and Admin	Partners and third parties (and LRPs where appropriate)
Finance Team	Auditors and Accountants of AAC and LRPs
Programme and Programme Quality Teams	
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor, preferably master's degree in Accounting/Finance</li> </ul>
<b>Essential Experience Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Five years consecutive experience in financial planning, budgeting and cash management</li> <li>• Proficiency in Microsoft Word, Microsoft Excel, QuickBooks – advanced and practical experience with Sun System will be an advantage</li> <li>• Proven leadership and problem-solving skills with ability to create and take initiatives</li> <li>• Proven ability in assessment and improvement of financial systems and procedures</li> <li>• Proven experience in developing, implementing and monitoring finance and administration policy, systems and procedures</li> <li>• Familiarity with auditing, procurement system/procedure with experience/background and knowledge in partner capacity building is an asset</li> <li>• Proven experience in Governance Aid Agencies (GAA) funded project financial management, EU funded project is a must.</li> <li>• Financial reporting, analysis and management</li> <li>• Excellent analytical and risk management skills</li> <li>• Planning, organisation, time management, and coordination</li> <li>• Fluency in written and spoken English and Khmer language</li> </ul>
<b>Desirable Knowledge,</b>	<ul style="list-style-type: none"> <li>• Proven experience in analysing financial reports and plans, and drawing insight for use by management and different donors</li> <li>• Strategic thinking</li> </ul>

<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Familiar with development and human right issues in the country</li> <li>• Excellent analytical and risk management skill</li> <li>• Work on own initiative with minimum supervision and to stay on task.</li> <li>• Work under pressure and tight deadlines</li> <li>• Travel frequently</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Result oriented person; ability to manage multiple tasks, work under pressure and meeting of deadlines</li> <li>• An honest and trustworthy person with attention to details and accuracy</li> <li>• Excellence inter-personal communication/negotiation skills both in written/oral Khmer and English with strong sense of team spirit</li> </ul>

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:

Line manager

Reviewed by:

Signature

Date:

Head of HROD

Approved by

Country Director

Signature

Date:

Accepted by:

Signature

Date:

Name of staff