

Vacancy Announcement

Caritas Cambodia is an International Non-governmental Organization working in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Cham, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng and Rattanakiri provinces in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking **qualified and motivated National Candidates** to fill in 3 various positions such as:

1. Accountant (1 position based in Siem Reap Province) Re-announced

Major Responsibilities:

- Makes regular fields visit to understand the project implementation as and when required.
- Collect receipts and fill daily cash book after checking all expenses and receipts.
- Ensure up to date list of assets, pay sheets, loans and advance.
- Ensure the good following of procedure and check all voucher/receipt from the programs.
- To check all the receipts and expenses in the program.
- Prepare the monthly account report for the entire program and submit to National Office.
- Check all monthly budget requests according to budget plan.
- Submit the monthly account statements to National Office in the first week of every month.
- Keep petty cash and maintain proper records and weekly cash counting producers.
- Maintain inventory list and assist in administration work. Goes to the bank as required.
- Follow up and Monitor micro-credit of Community Development and prepare its report.

Qualifications:

- At least 3 years' experiences in different accounting, book keeping systems and financial management.
- Experience in working with International NGOs or a company.
- A bachelor Degree in accounting or an accounting related field from an accredited university.
- Good in spoken and written Khmer and English.
- Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software).
- Strong financial analytical skills with knowledge of multiple donor-financed procedures.

2. Senior Provincial Accountant (1 position based in Siem Reap Province)

Major Responsibilities:

- Assist the various Program/Project Managers in their budgets preparation in line with donors' requirements, in collaboration with the Provincial Director and National Office.
- Assist with staffs' costs calculation for new budgets and forecast expenditures.
- Provide on-the job training to the 2 other accountants and revise quarterly F. breakdowns compared to budget with accountants and project managers to compare consumption rate versus budget plan.
- Submit the monthly account statements to National Office in the first week of every month.

- Collect monthly financial breakdowns and prepare the monthly reports to submit to the National Office in the first week of every month, after being checked by the Provincial Programs Director.
- Ensure the good following of procedures and provide spot-check on vouchers/receipts from the programs.
- Follow up on the supporting documents collected by the accountants per program.
- Make regular fields visit to understand the project implementation as and when required.
- Collect receipts and fill daily cash book after checking all expenses and receipts of the program assigned to you.
- Ensure that all bank accounts are updated monthly.
- Ensure contacts with the bank and prepare letters for authorized signatures when needed.
- Check all quarterly cash requests according to budget plan.
- Ensure that "petty cash" is available when accountants are out of office for training to ensure program activities are maintained.
- Ensure proper records and weekly cash counting performed by accountants and surprise cash-count conducted monthly by appointed person other than accountants.
- Ensure up to date list of assets, inventory lists, pay sheets, loans and advance.
- Follow up and Monitor micro-credit of Community Development and prepare its report.
- Work in close cooperation with the National Office Finance Officers and with the SRP Provincial Program Director.

Qualifications:

- At least 3 years' experiences in different accounting, book keeping systems and financial management.
- Experience in working with International NGOs or a company.
- A bachelor Degree in accounting or an accounting related field from an accredited university.
- Good in spoken and written Khmer and English.
- Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software).
- Strong financial analytical skills with knowledge of multiple donor-financed procedures.

3. Social Worker to work in the Inclusive Livelihood Program (1 position based in Siem Reap Province) Re-announced

Major Responsibilities:

- Collaborate with local authorities including commune offices, schools and health centers to assess their knowledge and adaptation to disability inclusion.
- Organize trainings, forums on disability inclusion to various Community Networks, schools and HC of the area.
- Assess number of disable people, people affected by chronic illnesses in our target villages in cooperation with local authorities, teachers and CC livelihood team
- Conduct interviews with individuals and families to assess and review their disability situation and support needed.
- Provide informations on services available.
- Refer disable in need and their families' /care takers to CC Inclusive Livelihood Program for livelihood development.
- Refer appropriate cases to the Provincial Vocational training center; follow up on job placement.
- Network with various Department for appropriate support to disable and families (PHD, PDRD, Disable Network, POEYS, Social and Women's Affairs)
- Participate in multidisciplinary teams and meetings regarding child protection and mental health.

- Follow up and visit patients and their families at their home if needed
- Maintain accurate records and prepare reports
- Participate in training and team meetings
- Provide support and coach other staff and assist with management of difficult cases

Qualifications:

- University degree in **Social Work, Psychology, Sociology** or other related field.
- Experience working with disable people, people affected by chronic illnesses, vulnerable women and children especially the ones who have been abused, trafficked, migrants...
- Experience providing emotional support and counselling.
- Experience working in Social work field is a plus
- Ability to learn and adopt new skills
- Willing to going out to community to assess patient condition
- Willing to work at community or with local authorities/NGOs as needed
- Enthusiastic and hardworking
- Good interpersonal & communication skills with communities and authorities
- Good Computer Skill (Word, Excel, Power Point)
- Good written and spoken English and Khmer

**The applicants currently based in Siem Reap and surrounding provinces
are encouraged to apply**

Interested candidates are requested to submit an updated CV, Cover letter and Caritas Application Form **by Wednesday 14th March 2020 at 5.00pm to Caritas Cambodia in Siem Reap**, at Lauk Taneuy street, Wat Bo village, Salakamroek, Siem Reap Province, Tel: 063 963 279 during working hours from 7.30 to 12.00 am and from 2.00 to 5.00 pm or by E-mail: glisse.bernadette@caritascambodia.org. Only short-listed candidates will be contacted for an interview.

**Applicants are requested to fill the APPLICATION FORM attached to the announcement
Do not attach documents and certificates by e-mail.
Qualified Women and People with Disability are strongly encouraged to apply.**