

Vacancy Announcement

Caritas Cambodia is an International Non-governmental Organization in Cambodia and has been built on the *values of Love, Concern, Peace, Unity, Sharing and Brotherhood*. Currently, Caritas Cambodia is operating in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Chhnang, Kandal, Takeo, Preah Vihear, Mondulhiri, 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, Centre for Child and Adolescent Mental Health and Inclusion Program.

Caritas Cambodia is currently seeking qualified and motivated national candidates to fill the position of:

1. Finance Officer (2 positions based in National Office Phnom Penh)

The Finance Officer is working under the guidance and direct supervision of the Finance Manager. S/he will communicate and facilitate with provincial offices regarding to the financial issues and also provide technical support to the program assigned. S/he will be based in Phnom Penh with frequently travel to provinces.

Major Responsibilities:

- Assist Finance Manager in preparation of annual project budgets follows Caritas Cambodia's financial policies, procedures and donor's requirement;
- Assist provincial accountants and ensure on time data posting and reconcile into accounting system then extract for producing financial report as quarterly/semi-annual/annual follows Caritas/donor format and submit report to Finance Manager and other related partners;
- Consolidate all expenditures of operation and provincial offices for producing breakdown budget against actual expenditure by monthly, quarterly, six months and annual reports follows Caritas format/donor format;
- Review donor agreements to understand donor requirements and other conditions herein contract;
- Check and ensure accounting record such income, expenditure, account receivable and account payable for inter-program are properly record and keep tracking up to date;
- Check expenditure and supporting documents at provincial to be accurate/sufficient and compliance to financial manual/internal control/supporting doc/donor requirement and also matching to approve budgets line then provide the feedbacks to accountant/program manager that might have;
- Maintain accurate and complete financial reporting in systems and procedures and ensure the security and confidential of all relevant financial records and documents;
- Prepare documents for relevant bank accounts, register and follow up all bank transactions and make a monthly reconciliation, monitor and review cash count and verify with cashbook sent by provincial office;
- Tracking fund receive from partner/donors are herein agreement. Also prepare gain/loss report to Finance Manager for deal to partner/donors;
- Provide technical support and problem solving to provincial accountants related to financial issues through telephone, training, coaching and conducting regular field monitoring to ensure compliance with organizational policies/internal control/donor requirement and relevant government regulations;
- Prepare budget forecast programs assigned by quarterly and six months to ensure adequate funds and meet the work plan of program implementation;
- Scrutinize and monitor all financial expenditures against the approved budget and provide timely advice of likely over/under-spends to PME, and relevant program manager at

- Provincial. And then Participating with them provide the explanation of variance over/under spend for sent to donor at Semi-annual and annually;
- Responsible for proceeding audit field work for program assigned within provide documents and clarification to auditor. Thus, participated on wrap meeting for assist Finance Manager for provide more clarification and explanation to auditor in order finalize and release audit statement;
 - Field monitoring visit and providing financial technical assistance to provincial accountants and program staffs related to internal financial control, accounting system and update of new requirement and message from donor;
 - Any other responsibility will be given as and when need arise.

Qualifications:

- University degree in Accounting and Finance or equivalent field
- A minimum 5years experience ESSENTIAL in related field with International NGOs is a plus
- Very Good Knowledge on computerized literacy such advance Excel, word, PowerPoint...and accountancy software is essential (Peachtree Software is advantage)
- Excellent knowledge and skills in finance and proficiency in financial planning, budgeting; analysis and auditing
- Experience in multi-projects financial management
- Excellent communications skills in English and Khmer
- Commitment to Caritas Cambodia's Mission, Vision and Values
- Must have a strong and confident per this job originally taken from the Bong Thom dot Com website, personality, honesty and can work under pressure.
- Be able to travel to provinces extensively with flexible schedule
- Be able to work independently and meet the deadlines
- Knowledge some tax regulation
- Willingness to travel frequently to the target project
- Computer literacy (Word, Excel, Power Point, Internet and Email)

2. Community Development Facilitator (1 position based in Kampong Thom Province)

Major Responsibilities:

- Facilitate formation of Village Development Association, Agriculture Cooperation, production groups and provide ongoing guidance, capacity building, and coaching to them to ensure ownership and sustainability;
- Facilitate and provide technical assistance to VDAs/ACs on community visioning, resource mobilizing and planning process to link with key development actors for strengthening their sustainable;
- Promote mutual help and resource mobilizing activities of VDAs/ACs including community saving, emergency fund, rice banks project...ect;
- Coordinate and facilitate the training on the appropriate agriculture technical skills, income generation activities, and agri-businesses for small farmer holders;
- Provide technical assistance to production groups and cooperative businesses of VDAs/ACs to develop properly businesses plan, looking for networking and businesses partners;
- Build relationship and learn actively within community partners, local government, and all appropriate stakeholders in target areas;
- Mobilize the vulnerable people to take up collective activities for their community;
- Stay overnight in the target villages and conduct regular monitoring and household visit to the project site for collection result chain of project activities;
- Working closely with Team Leader to development operation plan (quarterly, monthly) and writing monthly project activities report submit to Team Leader;
- Prepare and write document modules and lessons of good practitioners;
- Provide good image of VDA/AC to the community and partners;
- Promote team spirit to achieve the vision, mission, and goals;
- Communicate with relevant stakeholders (NGOs, UN, Gov't) for sharing and reflection and build up networks;
- Sharing of good practice to the project team work;
- Participate in the staff meeting;
- Any other responsibility will be given as and when need arise.

Qualifications:

- Bachelor degree in Agriculture, Rural Development or any equivalent field
- At least 2 years experience in community development work with NGOs/INGOs
- Willing to work in a team, and stay overnight at the village level
- Proven facilitation and training skills
- Skill in formation and strengthening of grass roots level
- Willingness to work with the poor people
- Good interpersonal and capacity to build relationship

Interested candidates are requested to submit Caritas Application Form and their updated CV together with a cover letter clearly states the position you are applying for to Caritas Cambodia at #47, St. 198, Sangkat Boeung Pralith, Khan 7 Makara, Phnom Penh, Tel: 023 210 757 or Email: recruitment@caritascambodia.org by **6th June 2019 at 5:00pm**. Only shortlisted candidates will be contacted for an interview.

Applicants are requested to fill the APPLICATION FORM attached!
Kindly do not attach certificates!!!
Qualified women are strongly encouraged to apply.