

## **JOB DESCRIPTION**

1. Position Title: **Finance Officer**  
 3. Duty Station: **Phnom Penh**

2. Department: **Finance**  
 4. Report to: **Finance Director**

**5. Job summary:**

The FO/Treasury will be responsible for assisting the Finance Director to effectively and efficiently manage the financial matters LWD Cambodia program and to ensure that financial practices are in line of LWD policies including payment vouchers, bank transaction & money transfer, monitoring working advance, motorbike loans and daily cash custodianship.

The FO/Treasury will be based in Phnom Penh, but is required to undertake visits to the project areas as requested. The FO/Treasury will work in a team with other staffs at head office Phnom Penh, and other relevant staffs at area offices, especially FO and ALO.

<b>6. Major Responsibilities</b>	<b>7. Performance Expectations</b>
6.1 Assist in financial policies/legal adherence or compliances	<ul style="list-style-type: none"> <li>• Provide accurate of cash and bank balances and keeping good records.</li> <li>• Assume overall responsibility in the accuracy of bank &amp; cash balances including the records.</li> <li>• Keep reporting any irregularities in financial policy compliances and make recommendation for improvements or actions.</li> <li>• Prepare cash and bank payment vouchers prior to disbursement and bring to the Accountant for checking then to FD for final approval.</li> <li>• Ensure all payment apply in cash management policy and procurement manual.</li> </ul>
6.2 Planning and Budgeting	<ul style="list-style-type: none"> <li>• Submit updated cash balances in PP bank &amp; cash supported by cash count and bank statements</li> <li>• Fortnight report of cash in bank and cash on hand balance to Accountant and FD.</li> <li>• Ensure the right account code is charged for each expense before ACCPAC entry.</li> <li>• Ensure that all doc. have certification of funds availability.</li> <li>• Provide figure of cash request budget for PP office and all projects to Accountant and FD for reviewing.</li> </ul>
6.3 Accounting <ul style="list-style-type: none"> <li>• Recording,</li> <li>• Classifying</li> <li>• Summarizing</li> <li>• Reporting &amp;</li> <li>• Interpreting</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure accurate &amp; timely recording of cash in bank and cash on hand in PP.</li> <li>• Prepares payment vouchers (bank and cash) for disbursement.</li> <li>• Daily data entry of cash and bank transaction controlled by Accountant and FD.</li> <li>• Daily cash custodianship.</li> <li>• Ensure all fund transfer from donors is properly records and allocation.</li> <li>• Prepare for acknowledgement of receipt send to FD</li> <li>• Make sure transfer to all projects on weekly basis and or per request.</li> <li>• Prepare financial report at the end month to Accountant for checking</li> <li>• Provide Accountant the monthly batch list for reviewing and import to ACCPAC.</li> </ul>
6.4 Monitoring & controlling	<ul style="list-style-type: none"> <li>• Control and Prepare memos and cheque for replenish bank balance for all LWD banks to settle the expense and staff salaries on timely based</li> <li>• Check staff working advance record and reconcile with ACCPAC.</li> <li>• Check staff's provident fund loan, Motor loan record and reconcile with ACCPAC.</li> <li>• Regularly check circulated all fund transfer from donors into LWD bank account</li> <li>• Manage and circulated all finance document to each department for signature</li> </ul>

	<p>before payment/receipt</p> <ul style="list-style-type: none"> <li>Control cash flow from all FOs to make sure bank balance before release fund transfer</li> </ul>
6.5 Assist when there is audit	<ul style="list-style-type: none"> <li>Prepare all the necessary documents in the area needed during the audit.</li> <li>Where asked, answer all questions of the auditors and refer to the FD for complex question.</li> <li>Issue letter for bank confirmation due to audit requirement.</li> <li>Issue cash confirmation due to audit requirement.</li> </ul>
6.6 Assist in personnel matters relating to benefits and administration	<ul style="list-style-type: none"> <li>Prepare MEMO for staff salary or payroll processing to bank to settle the staff salaries every month</li> <li>Prepare monthly salary tax payment and withholding tax to the Gov. Tax Department every month for LWD</li> <li>Prepare monthly payroll for all LWD staff</li> <li>Monthly prepare and release Provident Fund loan to LWD staff</li> <li>Check on Exit clearance form for final pay</li> </ul>
6.7 To familiarize LWD's Policy compliance and additional obligations	<ul style="list-style-type: none"> <li>Involves in procurement committee when there is requested from supervisor,</li> <li>Be aware and follow particular policy's compliances: Child Protection, Gender Commitment, People with Disability, Codes of Conduct, Conflict of Interest, Information Technology, Asset Management and etc.</li> <li>Uses, learns and acts on LWD's feedback and response mechanism (FRM) in a constructive manner</li> </ul>
6.8 Others	<ul style="list-style-type: none"> <li>Full such other duties as the supervisor may be assigned.</li> <li>Assist partner outside to collect money/cheque on training service</li> <li>Always attend finance team meeting regularly</li> <li>Prepare and scan acknowledgement of receipt then send to FD</li> <li>Scan other document for FD</li> <li>Control and recording for staff association transaction. Report to</li> <li>Participate in any workshop relevant to work as requested by FD.</li> <li>Keep recording proposals date in and out from all departments/units to FO/Inspector</li> <li>Prepare monthly share cost allocation for all projects send to Accountant check and approved by FD</li> </ul>

## 8. Level of Responsibility & Authority:

This is technical support position without direct supervisory responsibility. Maintain proper financial policy implementation and fixed cash on hand and petty cash. This position is classified at Grade 6/4 in the LWD pay scale.

## 9. Job Requirements:

### 9.1 Technical skills & Experiences:

- At least two years experience in practical financial/ accounting and management in the company, government or NGO agencies
- Good communication skills and honesty.
- Good command in spoken and written English, respectively willingness to improve English knowledge.
- Computer literacy in word, excel and ACPAC.

### 9.2 Desirable qualifications:

- Formal qualification in Economic Science or Accounting (at least Bachelor degree).
- Willing to work with the farmers in the remote areas and open good relationship with the poorest and assist them to improve their standard of living.
- Team spirit and attitude of service.