

## Job Description

# Finance Manager, Cambodia

### The role

Based in SeeBeyondBorders' head office in Siem Reap, Cambodia, the Finance Manager is a full-time position on a one year contract reporting to the Country Manager and CFO.

### The organisation

SeeBeyondBorders' primary focus is to improve education standards in Cambodia by providing children with access to quality teaching and learning at school. SBB is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in several provinces in North West Cambodia, SBB conducts programs to teach teachers, improve school facilities and support and encourage children to get to school. In the work we do in schools, and in the way we run the organization, our aim is to build capability within Cambodia, so that ultimately, SeeBeyondBorders is no longer needed.

### The opportunity

As SeeBeyondBorders transitions from a grassroots organisation to one influencing the national education reform agenda, there is a need for a capable and astute individual who will assist the CEO, CFO and Country Manager with managing the finance needs for the growing team. The Finance Manager will be responsible for managing all finance functions for SeeBeyondBorders' Cambodian offices.

### Role and Responsibilities

The role will require working with both Cambodian and international staff and multi-cultural labour and tax regulations which is why there will be a dual reporting line to the Country Manager Cambodia and the CFO.

- Oversee the finance function ensuring timely and accurate recording of transactions correctly allocating to projects, activities and GL codes.
- Coordinate finance reporting for key internal and external reporting requirements, explaining variances to users.
- Ensure payroll compliant with local tax regulations
- Ensure existing policies and procedures are adhered to including all internal controls.
- Review and update local procedures in line with operational and compliance requirements
- Provide financial input into strategic and operational planning ensuring budgeting and forecasting reflect the operational plan.
- Coordinate reforecasts and budgets for next financial year, capacity building the local accountant.
- Ensure there is financial input into contracts for the provision of services.
- Support and act as a mentor for the local finance manager
- Work with offices in Australia and the UK to ensure donor funds are adequately tracked, project managers are sufficiently briefed on their budgets and that there is strong donor financial reporting.
- Ensure appropriate timeliness of time and expense information from all management and staff
- Perform financial/fraud risk assessment for Cambodia
- Oversee Audit
- Work with CFO and operations to increase reporting efficiency and usefulness to non-financial managers.
- Work with CFO and operations to select and implement an effective time management system

### Qualifications and experience

#### **Essential:**

- Post Graduate Professional Accounting Qualification
- Minimum of 10 years' experience in accounting roles including a managerial position.
- Experience within an NGO
- Experience training staff
- Experience implementing new systems and procedures

### ***Desirable:***

Experience complying with international government grant requirements.

### **Personal Characteristics**

You will have strong organisational skills, excellent oral and written communication skills and be a people oriented person. You will:

- Have strong interpersonal skills and a knack for productive collaboration across varying departments.
- Have an encouraging, a can-do attitude.
- Be a problem solver who can make clear-headed decisions while under pressure.
- Be self-motivated and self-sufficient with a positive attitude and a drive to succeed.

### **Salary**

A competitive salary and allowances will be negotiated, commensurate with candidate's experience and qualifications.

### **Application**

A CV and a cover letter (no more than 5 pages total) detailing how your experience fits the qualifications required for this role from the Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org), using the subject line: 'FinMgr - Website - Your Name'

Your covering letter should include a statement answering the following questions: Have you ever been charged with child exploitation or abuse offences? If so please detail the charges and outcomes.

Applications will be reviewed on a rolling basis and suitable candidates may be contacted prior to the posting end date.

Due to the high volume of applications, only shortlisted candidates will be contacted. No feedback will be provided on unsuccessful applications.

SeeBeyondBorders does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Any offer made by SeeBeyondBorders will be subject to the candidate providing a Working with Children Check or local equivalent and passing any reference or other third party checks deemed necessary by SeeBeyondBorders. The candidate will also be asked to sign our Children and Vulnerable People Protection Policy and our Code of Conduct.

SeeBeyondBorders is committed to achieving workforce diversity in terms of gender, nationality and culture. Women, individuals from minority groups, indigenous groups and people with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

### **More information and enquiries**



Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

Further information about SeeBeyondBorders is available at

Web [www.seebeyondborders.org](http://www.seebeyondborders.org)  
Facebook [www.facebook.com/SeeBeyondBorders](http://www.facebook.com/SeeBeyondBorders)  
Blog <https://seebeyondborders.wordpress.com>  
Twitter [www.twitter.com/seebeyondborder](http://www.twitter.com/seebeyondborder)

The successful candidate will be offered the role subject to third party checks and acceptable references. You will also be asked to sign our Children and Vulnerable Persons Protection Policy and our Code of Conduct.

We look forward to hearing from you!