

Job Description

Accountant, Cambodia

About See Beyond Borders (“SBB”)	SeeBeyondBorder’s 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.
Accountable to	Finance Manager
Direct reports	Finance and Administration Officer Finance and Administration Assistant Intern
Type of Employment	Permanent, full-time role
Place of Employment	SBB Cambodia Head Office, Siem Reap
Primary Functions of Role	<ul style="list-style-type: none"> • Responsible for all aspects of the financial system in SBB • Assist the preparation of budgets with Finance Manager • Collect and process financial data, and analyse against budgets • Analyse financial data and operating statistics • Review payroll and timesheets • Supervise work of the Finance and Administration Officer & Intern
Responsibility for Values	Active commitment to the SBB Development Philosophy and values; Transition Sustainability Integrity Efficiency Knowledge Courage
Major Position Responsibilities	<ul style="list-style-type: none"> • Assist the Finance Manager to manage and plan by providing appropriate financial information and undertaking related accounts administration • Oversee accounting procedures and prepare monthly cash forecasts, • Oversee Monthly Report to keys person in difference department. • Oversee human resource and administration processes and maintain relevant documentation • Oversee Finance and Admin Officer for organization assets controller. • Maintain relationships with key external stakeholders including insurance companies and government agencies responsible for taxation and labour laws
Tasks and responsibilities	<ul style="list-style-type: none"> • Gather and analyse financial data for income and expenditure • Carry out variance analysis on budget • Compile and submit monthly, quarterly, half-yearly and annual management accounts and other financial reports

- Assist with the annual audit process
- Monitor and report on expenditure trends against actual performance/deliverables
- Provide trend analysis and commentary that facilitates forecasting and budgeting
- Ensure expenditure is within approved budgetary provisions and in line with financial governance and control requirements
- Interpret and communicate financial data and information to non-finance managers
- Implement financial policies and procedures
- Oversee administration functions including compliance with taxation and labour laws, maintenance of records and contracts

Qualifications and experience - Essential

- Degree level tertiary qualifications in accounting and/or finance
- Minimum of 3 years' experience in accounting including financial reporting and management accounting
- Experience with financial software and MS Office, including advanced Excel skills
- Experience in a finance role with responsibility for financial management and budgeting
- Demonstrated ability to develop, analyse and disseminate financial reporting data to enable effective decision making
- Fluency in written and spoken English
- Excellent knowledge of risk analysis, budgeting and forecasting
- Ability to undertake critical analysis of budget processes, expenditure control, budget performance and problems on finance and accounting
- Strategic planning and reporting experience

Qualifications and experience - Desirable

- Membership of an internationally recognized professional accounting body
- Experience in the use of Xero Accounting System
- Excellent communication and presentation skills
- Experience working with development programs within an NGO
- Experience providing support to non-financial managers

Personal Characteristics

- High level of initiative, a self-starter
- Respected and respectful with a high level of honesty and integrity
- Able to communicate and collaborate with colleagues at all levels and from a variety of ethnic, social and religious backgrounds
- Flexible and adaptive – able to deal with complexity and uncertainty
- Able to deliver to deadlines, to priorities work and to work calmly under pressure
- Able to work as part of a team
- Able to attend to detail, focus on quality and spot errors or mistakes at an early stage

Hours

40 hours per week with scheduled Cambodian public holidays and 2 weeks annual leave. Some weekend work may be required.

Salary

Competitive salary and allowances will be negotiated, commensurate with the roles and responsibilities of the position and the candidate's experience and

qualifications

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web www.seebeyondborders.org
Facebook www.facebook.com/SeeBeyondBorders
Blog <https://seebeyondborders.wordpress.com>
Twitter www.twitter.com/seebeyondborder