

Job Description

Finance Manager, 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.

SeeBeyondBorders provides improved access to quality education with three focus areas:

1: Quality Teaching - improves the quality of teaching by providing in-service professional development to existing teachers, and empowering a community of mentor teachers to provide support so that teachers embed the new skills in daily classroom activities.

2: Community Engagement - improves participation at school, helping families be better prepared to embrace education through health programmes, scholarships, and sports activities.

3: Systemic Capability - influences Government to promote effective reform policies and see them implemented through to at a grass roots level.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each case, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement and Systemic Support programs according to individual school development plans, community needs, and systemic requirements.

Currently we work in 89 schools, with approximately 466 teachers and mentors in our programs, who teach and educate more than 13,555 children.

Accountable to

Country Manager

Direct reports

Finance and Administration Officer
Finance and Administration Assistant (either paid or voluntary)

Type of Employment

Permanent, full-time role – Fluent in Khmer and/or English (Cambodian National or Expat as Volunteer in Cambodia, 12 months minimum)

Place of Employment

SBB Cambodia Office, Siem Reap or Battambang

Primary Functions of Role	<p>The key tasks of this role are:</p> <ul style="list-style-type: none">• Budgeting, forecasting and reporting• Payments, accounting and cash administration• Human Resources Support and Payroll• Member of the leadership team with responsibility for staff management and department development across organisational support functions (finance, administration and operations).
Responsibility for Values	<p>Active commitment to the SBB Development Philosophy and values; Transition Sustainability Integrity Efficiency Knowledge Courage</p>
Budgeting, forecasting and financial reporting	<ul style="list-style-type: none">• Coordinate the budget process for Cambodia with specific responsibility for setting and managing the budget for finance and office costs and assisting with setting the budget to manage organisational overheads in Cambodia.• Manage monthly project funding requests from district offices, ensuring funds requested are in line with planned activities.• Work closely with the Leadership team members, to generate budgets and forecasts by Project and by Program; including variance analysis.• Generate an Annual Budget Summary for presentation to the Australian Board for approval.• Oversee the uploading of all annual budget data into the accounting system (Xero).• Support the finance and administrative support staff to ensure the timely and accurate input of monthly expense data.• Generate monthly financial reports, by project and by program and co-ordinate finance department liaison with project managers for variance analysis• Present monthly finance reporting data to the leadership team and handle all questions and queries.• Coordinate finance reporting and data analysis for all internal and external reporting requirements.• Manage the Cambodian annual audit process.• Develop the finance and administrative functionality within SBB to improve the efficiency of budget management and reporting and HR administration.• Developing monitoring functions that support effective program implementation, delivery and review.
Payments, Accounting and Cash Administration	<ul style="list-style-type: none">• Ensure all transactions comply with SBB finance policies and procedures.• Oversee the prompt and accurate payment of suppliers and service providers and maintenance of accurate records of all transactions.• Oversee the reconciliation of bank accounts, expense records, cheques, online transfers and cash payments within the accounting system.• Complete and submit monthly tax returns to the Cambodia Revenue Authority/Tax Office.• Generate the monthly cash transfer request for the whole of Cambodia to be sent to the CEO for authorisation.• Review expense forms to ensure they are authorised and reconcile with requests and budget.

- Oversee all banking including depositing and withdrawal of cash, online banking transfers and payments, cheque writing and recording.
- Oversee petty cash requests, expenditure, receipts and reconciliation.
- Ensure appropriate controls and safeguards are implemented, and followed, to minimise the opportunities for fraud.
- Regularly review internal controls to ensure compliance and identify opportunities for improvement.

Human Resources Support

- Management responsibility for accurate and timely payroll processing.
- Oversee the time management system to ensure accurate charge-out of staff time.
- Support the director of development and country manager to develop the HR functions of SBB Cambodia.

Member of the leadership team with responsibility for staff management and department development across organisational support functions (finance, administration and operations)

- Be a proactive member of the Leadership team, sharing knowledge and experience and ensuring overall good management of SBB.
- Work in partnership with the Country Manager and other colleagues to support the delivery of SBBC's strategic objectives.
- Assist and support foreign project team activities, as required.
- Direct line management of the financial and administrative Assistants in various SBB offices in Cambodia (paid staff and volunteers).
- Set and agree annual performance objectives and personal development plans for all staff reporting directly.
- Co-ordinate the performance reviews and appraisals of finance and administrative staff.

This role will also be responsible for supporting SBB in Cambodia in terms of governance and compliance and associated finance and administrative tasks.

Qualifications and experience - Essential

- Ideally - Recognised finance and/or accounting qualification from an institute of higher education (ACA, ACCA, CIMA or equivalent). Significant experience and working towards qualification would be an alternative.
- Ideally 5 years' experience and strong references in a senior role reporting to financial controller.
- Excellent written and verbal communication skills, (Ideally Khmer and also fluency in written and spoken English.)
- Competence in Xero, including activity code use (or similar internet based accounting software).
- Competency in Microsoft Office programmes.
- Payroll Management experience
- Project accounting experience, ideally in a development context/NGO.
- Experience managing and training of staff.

Qualifications and experience - Desirable

- Experience of Cambodian tax requirements and working with revenue authorities.
- Experience of working in an international environment, ideally with an NGO.
- Understanding of Cambodian culture and laws.
- Experience providing support to non-financial managers.
- Experience with charity regulation.

Personal Characteristics

- Strong work ethic and commitment to working in the development sector.
- Independent, resilient, self-motivated and able to work on own initiative whilst also being a team player

- Willingness to take on new tasks and responsibilities and seek assistance when required.
- Honest and reliable and work with integrity.
- Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds
- Takes responsibility for own role and work and self-directed.
- Highly organised and excellent time manager

Hours

40 hours per week. Office hours are usually Monday to Friday, 7.30am - 5.30pm with a 2 hour break for lunch. However staff may at times be requested to work out with these hours and are required to be flexible upon reasonable request.

9 days annual leave accrued for each 6 months of completed, full time employment.

SBB recognises all scheduled and government ratified public holidays.

Salary

\$850 per month plus 5% employer savings scheme in year 1, increasing to 10% in year 2.

Applications

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

More information and enquiries

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

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

We look forward to hearing from you!