

## Senior Accountant, Cambodia

### About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, 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 two provinces in north west Cambodia, SBB conducts programs to teach teachers, engage parents and communities to support and encourage children to get to school. In the work we do in schools, and in the way we run the organisation, our aim is to build capability within Cambodia, so that ultimately, SeeBeyondBorders is no longer needed.

SeeBeyondBorders provides improved access to quality education with four 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.

**4: Strengthening Support** – continues the development of a solid, efficient organisation to help rebuild the education system.

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 62 schools, with approximately 333 teachers in our programs, who teach and educate more than 10,600 children.

<b>Type of Employment</b>	Permanent Full Time Position - Fluent Khmer and / or English (Cambodian National or Expat as Volunteer in Country, 12 months minimum).
<b>Place of Employment</b>	SBB Cambodia Office, Siem Reap or Battambang
<b>Accountable to</b>	Compliance and Finance Manager, Cambodia
<b>Direct reports</b>	Finance and Administration Officer; Finance and Administration Assistants (either paid or voluntary)
<b>Hours</b>	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.
<b>Annual Leave and Public Holidays</b>	9 days annual leave accrued for each 6 months of completed, full time employment. SBB recognises all scheduled and government ratified public holidays.
<b>Salary</b>	A generous salary will be offered to a suitably qualified candidate interested in joining our team.

## Requirements of the Role

<b>Qualifications and experience - Essential</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Ideally 5 years' experience and strong references in a senior role reporting to financial controller.</li> <li>- Excellent written and verbal communication skills, (Ideally Khmer ad also fluency in written and spoken English.)</li> <li>- Competence in Xero, including activity code use (or similar internet based accounting software).</li> <li>- Competency in Microsoft Office programmes.</li> <li>- Payroll Management experience</li> <li>- Project accounting experience, ideally in a development context/NGO.</li> <li>- Experience managing and training of staff.</li> </ul>
<b>Qualifications and experience - Desirable</b>	<ul style="list-style-type: none"> <li>- Experience of Cambodian tax requirements and working with revenue authorities.</li> <li>- Experience of working in an international environment, ideally with an NGO.</li> <li>- Understanding of Cambodian culture and laws.</li> <li>- Experience providing support to non-financial managers.</li> <li>- Experience with charity regulation.</li> <li>- Previous experience of living and working in South-East Asia</li> </ul>
<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>- Strong work ethic and commitment to working in the development sector.</li> <li>- Independent, resilient, self-motivated and able to work on own initiative whilst also being a team player</li> <li>- Willingness to to take on new tasks and responsibilities and seek assistance when required.</li> <li>- Honest and reliable and work with integrity.</li> <li>- Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds</li> <li>- Takes responsibility for own role and work and self directed.</li> <li>- Highly organised and excellent time manager.</li> </ul>
<b>Responsibility for Values</b>	<p>Active commitment to the SBB Development Philosophy and values; Changemaker   Competency   Integrity   Courage   Respect</p>

## Overview of the Position

The key tasks of this role are:

- Budget and Cash Administration
- Payments and Accounting
- Human Resources Support and Payroll
- Subordinate Staff and Volunteer Management

## Tasks and Responsibilities

### Budget and Cash Administration:

- 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.
- 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.

### Payments and Accounting:

- Ensure all transactions comply with SBB Financial Procedures.
- Ensure prompt and accurate payment of suppliers and service providers and maintain an accurate record of all transactions.
- Reconciliation of bank accounts; expense records; cheques; online transfers and cash payments with accounting system.
- Provide accurate reporting against budget at project, activity and organisational levels including investigating and providing reasons for variances.
- Provide accurate reports for donors.
- Complete and submit monthly tax returns to the Cambodia Revenue Authority/Tax Office.

### Human Resources Support and Payroll:

- Check the time management system to ensure timesheets are being submitted accurately and on time.
- Manage and administer the payroll system within Cambodia ensuring all tax and compliance requirements are met.
- Prepare and send the instruction to the Bank for timely payment of payroll to all staff in Cambodia.
- Preparation of monthly payment to NSSF and Tax on Salary to Tax Office.
- Provide the point of contact and represent SBB to the Ministry of Labour and insurance companies.
- Maintain staff loans and repayments ensuring that any requests are authorised correctly.

### Staff and volunteer management:

- Oversee and provide support to the Finance Assistant and any finance and administration volunteers/interns.
- Manage the workplan of the Finance Assistant and finance volunteers/interns including holding regular 1:1 meetings to review progress towards achieving annual work plans and objectives.
- Conduct 6 month and annual performance reviews of the Finance Assistant.

Other:

- Maintain the fixed asset register.
- Support the in-country financial audit.
- Support the day to day finance function of each of the Cambodia offices and provide training to staff and volunteers where required.
- Ensure SBB remains compliant with Cambodian law

### **Applications**

Applications addressing the specific requirements in this Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto: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](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](https://www.facebook.com/SeeBeyondBorders)  
Blog [seebeyondborders.wordpress.com](http://seebeyondborders.wordpress.com)  
Twitter [www.twitter.com/seebeyondborder](https://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!