

Finance and Admin Officer

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders 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 Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their 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 becomes the professional development provider of choice.

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

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

Employment Type	Full Time
Location	Battambang
Accountable to	Operations Manager
Hours	40 hours per week with scheduled Cambodian public holidays together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
Salary	
Start Date	January 2021
Required Qualifications and experience	<ul style="list-style-type: none"> - Degree in accounting or business management is required. - Strong familiarity with project management software tools, methodologies, and best practices - Experience managing project budgets and seeing projects through their full life cycle - Strong interpersonal skills and extremely resourceful - Proven ability to complete projects according to outlined scope, budget, and timeline - Previous experience working with NGO is advantage. - Good negotiation and motivational skills - Good English and fluent Khmer, written and spoken
Personal Characteristics:	<ul style="list-style-type: none"> - Accurate and self-motivated. - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented person with a heart for better outcomes for Cambodians - keen to develop the skills of others to help achieve those results - Team player, willing to work hard and set an example to colleagues at all levels of the organisation - Respected and respectful with a high level of honesty and integrity

	<ul style="list-style-type: none"> - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - People-centric and capable of building and maintaining trusted relationships - Able to communicate and collaborate with colleagues and partners - Strength and courage to challenge staff and management in respect of matters of compliance
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and responsibilities

Finance

- Coordinate with Program Managers the preparation of monthly budget requests, then process required bank transfers
- Check, reconcile and verify monthly expense forms from Project Managers and staff to ensure all supporting documents are approved before giving cash out and uploading into accounting system.
- Ensure transactions are accurately recorded and entered into the accounting system
- Monitor bank balances, upload bank statements and perform bank reconciliations
- Arrange payment of suppliers in a timely manner (eg rent, electricity, water, telephone, etc)
- Maintain records of authorised personnel for bank, tax or other authorities
- Ensure any SeeBeyondBorders bank accounts are setup correctly with appropriate signatories and authorisations
- Prepare cash count on monthly basis and handle office petty cash box.
- Arrange quotations for procurement as required.
- Support and check cash advance requests and payment of all expenses with supporting documents from project staff to ensure prompt timing and correct procedures are followed.
- Assist project staff to purchase all kind of material/equipment in line with financial policy.
- Keep staff updated on organisational forms and formats for usage.
- Process monthly tax payment and collect all documents back from the tax authority.
- Provide technical finance support to colleagues as part of program management as required

Admin and Office management

- Responsibilities for general administration, supervise activities concerned with office and grounds maintenance.
- Manage the office cleaner to ensure office cleanliness is maintained
- Liaise with the landlord to ensure any requests for repairs are followed up

- Maintain a register and file all official documents (eg MOUs, rental contracts, staff contracts, etc)
- Maintain a stock of office supplies (eg stationery, kitchen supplies, cleaning supplies, etc)
- Arrange regular purchase office supplies and stationery, as well as small capital items and IT equipment
- Ensure motorcycle maintenance is carried out and update moto log book
- Securely store and maintain confidential records
- Maintain leave cards for staff and all timesheet records.
- Under the guidance of direct supervisor, act as focal point for office management including organising meetings, workshops and seminars, plus travel arrangements.
- Prepare venue, speaker, snack, foods for meetings and workshops both internal and external

Compliance and Ethics

- Give a strong commitment with SeeBeyondBorders' safeguarding policies and actively promote SeeBeyondBorders safeguarding policies by ensuring staff capacity building, adequate visibility and cooperation with staff implementing all organization's policies. Specifically, this includes:
 - Code of Conduct
 - Child and Vulnerable People Policy
 - Counter Terrorism Policy
 - Financial Wrongdoing Policy
 - Fraud and Corruption Policy

Other

- Other tasks as requested by the Operations Manager
- Assist and deputise on behalf of the Financial Controller, as appropriate
- Assist and support project team activities, as appropriate
- Engage in team meetings and contribute to the success of the programs and organisation

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 hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web www.seebeyondborders.org

Facebook www.facebook.com/SeeBeyondBorders
Blog 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.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.