

Chief Financial Officer (CFO)

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.

Role:	Chief Financial Officer (CFO)
Reporting to:	CEO SeeBeyondBorders & Finance and Risk Committee
Type of Employment:	Full Time, permanent role.
Place of Employment:	Siem Reap, Cambodia, (travel to other locations as required)
Primary Function of Role:	Overall management of the Finance function of SeeBeyondBorders, inc SeeBeyondBorders Australia, Cambodia Branch and implementing partners plus assistance and coordination with other donor country entities who are part of the SeeBeyondBorders Alliance to ensure: <ul style="list-style-type: none">● Accurate and timely financial reporting● Efficient and Effective Financial Management● Clear and documented systems and processes● Robust internal controls to mitigate risk including Policy addressing Financial risks eg fraud & corruption, financing of terrorism, purchasing and delegation of authorities● Compliance with legislation and internal policies and procedures● Support and Overview of Finance in implementing partner organisations in Cambodia

	<ul style="list-style-type: none"> ● Coordination of donor funding with Financial Controllers in all SeeBeyondBorders entities
Responsibility for Values	Active commitment to the SBB Development Philosophy and values.
Key Responsibilities and Tasks:	<ul style="list-style-type: none"> ● Reporting to quarterly Board meetings Australia ● Membership of Finance and Risk committee (Australia) ● Monthly, Quarterly and Annual reporting to Management and the Board ● Processing / Review of transactions inc payroll, payments and receipts ● Compliance - Statutory, ACFID, ANCP, internal ● Liaison with ANCP, ACFID as required. ● Oversight of Statutory Accounts and Audit ● Appropriate Financial Systems and Controls set up and ensuring adherence to these. ● Appropriate Policy and Procedure set up and documentation to meet internal control, donor, and legislative requirements ● Preparation of Realistic Budgets and associated risk analysis ● Tracking of flow of restricted funds and working with fundraising, and to ensure adherence to funding terms. ● Funds Management - cash flow control and movement between entities, ensuring relevant entities in Cambodia are aware of restricted income transferred. ● Reserves Management - ensure sufficient reserves in each entity. ● Support Fundraising with donor reporting and applications ● Ad Hoc review / analyses as required ● Pro active member of leadership team ● Develop supportive relationships outside the organisation to share knowledge and views. ● Coordination with Financial Controllers in Ireland, UK, Australia, and Cambodia to ensure common procedures and direction. ● Development and management of financial team(s) in Cambodia, including implementing partners as required. ● Cooperation with finance teams in other SeeBeyondBorders entities
Key Responsibilities and Tasks: Cambodia	<p>Oversight of :</p> <ul style="list-style-type: none"> ● Procedural Documentation ● Internal Audit ● Statutory Audit (for SBBA Branch and Cambodian entities as required) ● Transactional Processing inc payroll

	<ul style="list-style-type: none"> ● Monthly, Quarterly and Annual reporting ● Budget review / preparation for Australian donations ● Donor reporting ● Cambodia systems and controls Audit ● Data Management ● Staff Development ● Development of financial systems with Implementing Partner(s)
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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 : 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.