

**OUR VISION:** Cambodian children empowered by education  
**OUR MISSION:** To enable quality teaching and learning at school

## Job Description

<b>JOB TITLE</b>	<b>Finance Officer</b>
<b>ACCOUNTABLE TO</b>	<b>Finance Manager</b>
<b>LINE MANAGEMENT</b>	<b>Nil</b>
<b>LOCATION</b>	<b>Siem Reap Town, Siem Reap Province, Cambodia with occasional travel within Cambodia</b>
<b>OPEN TO</b>	<b>Cambodian Applicants</b>
<b>EMPLOYMENT TYPE</b>	<b>Full Time</b>
<b>SALARY</b>	<b>Based on experience or negotiable</b>
<b>DEADLINE</b>	
<b>START DATE</b>	<b>01<sup>st</sup> July 2024</b>

### About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning international non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. The organisation is supported by an alliance of registered charities in Australia, the UK and Ireland.

SeeBeyondBorders’ aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SeeBeyondBorders conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable delivery of quality education to schoolchildren.

Our Quality Teaching and Communities of Practice programs form the lead initiatives and are supported by our Shared Services platform which enables all of our work. We seek to embed all of our work at school, district, provincial and national levels.

### About the Applicant

<b>Qualifications, skills and experience – ESSENTIAL</b>	<ul style="list-style-type: none"> <li>- Degree in accounting or business management (or studying for).</li> <li>- Strong interpersonal skills and extremely resourceful</li> <li>- Proven ability to complete projects according to outlined scope, budget, and timeline</li> <li>- Good English and fluent Khmer, written and spoken</li> </ul>
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<b>Qualifications, skills and experience – DESIRABLE</b>	<ul style="list-style-type: none"> <li>- 3 years' or up experience working similar roles in relevant core financial management, accounting, NGOs is advantage</li> <li>- Sound good knowledge using relevant financial management software such Xero or Provision other necessary accounting systems.</li> <li>- Strong knowledge of accounting rules and principles of grants and Tax.</li> <li>- Experienced in financial reporting to donors and Cambodia government (ACAR &amp; GTD)</li> <li>- Good computer MS Office Skills (MS Words, Excel, SpreadSheet, Power Point, E-mail, etc)</li> <li>- Experience managing project budgets and seeing projects through their full life cycle</li> <li>- Skill critical thinking, problem-solving ability and financial challenges.</li> </ul>
<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>- Accurate and self-motivated.</li> <li>- High level of initiative and a self-starter</li> <li>- Good negotiation and motivational skills</li> <li>- Results-oriented person with a heart for better outcomes for Cambodians - keen to develop the skills of others to help achieve those results</li> <li>- Respected and respectful with a high level of honesty and integrity</li> <li>- People-centric and capable of building and maintaining trusted relationships</li> <li>- Able to communicate and collaborate with colleagues and partners</li> <li>- Strength and courage to challenge staff and management in respect of matters of compliance</li> </ul>
<b>Responsibility for Values</b>	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> <li>- Respect   Integrity   Competency   Courage   Changemaker</li> </ul>

### The role

The Finance Officer at SeeBeyondBorders is responsible for implementing and maintaining the on-site financial and bookkeeping systems required to assure the integrity and effective performance of the SeeBeyondBorders Cambodia office financial operations and for providing other finance-related support to the team as necessary. By thoroughly practising finances, accounting, and role be able provide financial management, donor compliance, internal administrative procedure control, procurement financial monitoring the team, that ensure smooth effective implementation of the project and ensuring that all financial matters are handled responsibly and legally, enabling us maximize our impact advancing our mission

sustainability positive global change. Finance officer works closely with the Finance Team and supports staff to provide guardians of the financial process .

### **Responsibilities (R) and Tasks (T)**

#### **R1: Conducting financial transactions and using accounting software**

- Check, and verify monthly expense forms from Managers and staff to ensure all supporting documents are approved before making payment
- Perform bank transactions such transfer/cash/ cheque deposit/withdrawals
- Journals entries for all transactions into the accounting system
- Reconciliation monthly expense and bank reconcile
- Posting Manual Journal and ensuring transactions are accurately recorded and entered into the accounting system
- Arrange payment of suppliers in a timely manner (eg rent, electricity, water, Internet, etc)
- Work closely with HR for the accuracy and completeness of timesheet, staff payroll calculation and payment, payment of NSSF and taxation.
- Support and check cash advance requests and payment of all expenses with supporting documents from staff to ensure prompt timing and correct procedures are followed and posted in the accounting system
- Prepare cash count on a monthly basis and handle the office petty cash box
- Arrange quotations for procurement as required
- Ensure the expense and assist the project staff to ensure that spending is within budget limits
- Assist project staff to purchase all kinds of material/equipment in line with financial policy
- Keep up to date Fixed Asset register, check, count and list update
- Assist the annual Audit process
- Demonstrated capacity in providing a financial and budget control training and support to project staff

#### **R2: 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
- Make sure that expenses and financial processes comply with financial policies, procedure and government regulations
- Maintain records of authorised personnel for bank, tax or other authorities
- Ensure any SeeBeyondBorders bank accounts are set up correctly with appropriate signatories and authorisations
- Keep staff updated on organisational forms and formats for usage
- Provide training refresher financial guidelines all staff ensure financial compliance

### **R3: Preparing financial reports and document filling**

- Prepare accurate timely financial report of the project and submit it to the PM
- Keep filling up date, a daily basis, an orderly manner
- Adhering high attention to keeping important documents a safe place such as Finance document , Agreement, rental contract, and other official letters

### **R4: Other**

- Other tasks as requested by the Finance Manager
- Assist and deputise on behalf of the Finance Manager, as appropriate
- Engage in team meetings and contribute to the success of the programs and organisation

### **Working at SeeBeyondBorders**

The regular working week is 40 hours. Leave entitlements include 18 days' annual leave, accessible on a pro-rata, pre-approved basis, up to 10 days sick leave, and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SeeBeyondBorders is committed to protecting the rights of children and vulnerable people. 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 Child and Vulnerable People 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.

### **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)

Twitter : [www.twitter.com/seebeyondborder](https://www.twitter.com/seebeyondborder)