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| **JOB TITLE: Senior Finance Officer (SFO)** | |
| **LINE MANAGER:**  **Deputy Finance Director (DFD)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:**  **Up to $15,000** | **WORK LOCATION:**  **Phnom Penh, Country Office** |
| **TEAM: Program Support** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities. | |
| **PURPOSE OF THE POSITION**  The Senior Finance Officer (SFO) will support the DFD with County Office finance accounting operations and projects reporting/auditing. The SFO will provide monthly financial reports and analysis for internal and external stakeholders. The SFO will comply with CARE financial policies and procedures including those of the donor.  This position is based in Phnom Penh with possible travel to other sites as needed.  This position line manages the Finance Officer. | |
| **MAIN RESPONSIBILITIES**  **COMPLIANCE**   * Comply with Country Office Financial Manual (COFM) and Country Office Logistic and Administration Manual (COLAM), including other CARE policies and procedures; and * Understand and implement CARE and donor International regulations and contractual obligations, to ensure compliance.   **PROJECT ACCOUNTING**   * Review payment vouchers and ensure that valid supporting documents related to all expenses including relevant taxes are included; * Produce timely monthly internal or external financial reports for project managers as per donor contract or Individual Project Implementation Agreement (IPIA) schedule; * Monitor all project Share Program Cost (SPC) and inform project managers of over and underspends**;** * Twice weekly review Country and Field Office FINSUNs in Phnom Penh and upload to SUN ledger; * Monitor daily exchange rates and provide any variation in exchange to all budget holders; * Review all Field Office fund requests; * Request project number and fund code, Chart of Account (COA), and share with program team on timely manner and ensure submission of attachment 3. * Upload approved project budget; Costed Work Plan (CWP) into SUN System upon approval from CARE Australia. Approval is required from ACD-PS to upload and revise CWP; * Prepare timely fund transfer requests as per contract or IPIA payment schedule at least three weeks prior to deadline and submit to donor/CI member; * Participate in internal and external project audits and coordinate with grant/program staff and sub-grantee; * Ensure that financial information in asset and inventory register is correct and filed. Provide asset number to Administration team. * Ensure all project assets handover is documented and the copy is retained by finance for audit or donor; * Prepare a quarterly assets reconciliation report with the administration team, document accurately and sign off; * Prepare a monthly project and share cost analysis; * Ensure all project expenditures are accounted for prior to end of project; * Extract monthly ledger transactions for all CARE USA and CARE UK projects for submission to CARE USA and CARE UK. * Reconcile fund balance of CARE USA funded projects.   **COUNTRY OFFICE INCOME AND EXPENSES ACCOUNTING**   * Ensure invoices are prepared and sent in a timely manner for all reimbursements including hosting arrangement; * Prepare all non-cash journal - accrual, prepayment, CARE Australia intra-company transactions and posted to the ledger; * Prepare monthly non-cash, cash and bank balance sheet reconciliation and coordinate with team to ensure action is taken on overdue items; * Review cash and bank reconciliation on monthly basis; * Participate in fiscal year end processes in coordination with DFD; * Participate in the internal and external audit of the Country Office’s books and accounting reports; * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents); and * Perform daily cash count at Phnom Penh office and spot check whilst in field office.   **CAPACITY BUILDING**   * Support DFD with finance orientation and follow up financial training to all staff (including international), consultants, volunteers * Support DFD to provide finance 101 training; * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; and   **OTHER RESPONSIBILITIES**   * To proactively manage the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree in Accounting or Commerce or equivalent fields and/or minimum 3 years relevant work experience, preferably in accounting activities with an International Non-Government Organisation (INGO) and/or private company; * Proven experience in budgeting and budget management; * Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Ability to plan strategically as well as action based, including budgeting and time management * Excellent analytical analysis skills – ability to analyse complex financial data and design and produce effective management information; * Good training and facilitation skills; * Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills; * Demonstrated organisational and time management skills and ability to work under pressure and to meet deadlines; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Demonstrated ability to contributes to group objectives and work effectively in a group setting; * Excellent communication skills in Khmer and very good oral and written English; and * Very Good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills, knowledge of SUN accounting systems is preferable. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |