

Job description & Terms of Reference

I. Job details

1. Unit	Financial and Administration Unit
2. Country Office	Cambodia Liaison Office
3. Job title	Finance and Administration Assistant
4. Salary Group	Consultancy-based Contract (US\$600 – US\$750 based on experience)
5. Line manager	Finance Manager
6. Office manager (for contractual matters)	Regional Project Coordinator
7. Contract period	12 months renewable (3-month probationary period)
8. Address	Welthungerhilfe. Cambodia Country Office House 231, Street 271 Time Tower Building, 4th Floor 120110 Sangkat Toul Tompong II Phnom Penh

Welthungerhilfe is one of the largest and most respected INGOs for development cooperation and humanitarian aid in Germany with a vision of "Zero Hunger by 2030."

To support Welthungerhilfe's partner-driven projects in Cambodia as well as our implementing Partners in Thailand and Myanmar, we are seeking to recruit a **Finance and Administration Assistant to start on 28 November 2022 for 12 months**. There are very good prospects for an extension.

As Finance and Administration Assistant you will manage the Cambodia project finances, ensuring compliance with financial management standards to make a significant contribution towards the success of Welthungerhilfe's (WHH) work. This involves:

- Ensuring that the projects' financial administrative processes at the project location are auditable and efficient and carrying out financial administrative controls at project level
- Managing the work of the Finance team at the field office level
- If necessary, instructing and supporting the project partner organizations in financial management so that they fulfil their contractual obligations towards WHH and donors in accordance with the partner contract and in an auditable manner

Main duties

- Control the cash-flow and maintain the FundsPro Cashbox for the office and respective projects
- Physical daily check and reconciliation of Cashbox
- Monthly reconciliation of banks and cashboxes, cash-in-hand and cash in FundsPro
- Regularly liaise with the banks (i.e., cash withdrawal/deposit, collection of statements, transfer of signatories etc.)
- Support the Finance Manager to prepare project audits
- Support the Finance Manager with the preparation of yearly statements to Welthungerhilfe Head Office
- Purchases office stationery supplies and manage inventory
- Support logistical arrangements for workshops, which includes preparation training materials including accommodation; prepare cash advances; and ensure attendance sheets signed
- Responsible for the travel arrangements for Welthungerhilfe employees and guests (i.e., booking flights, hotel reservation, pick-up-service)
- Preparation for incoming and outgoing post including packages to Germany HQ
- Maintain office and project files with support from Finance Manager
- Random voucher checking for partner implemented projects
- Arrange for customs-, government, and import/export tax payments
- Responsible for all related issues towards visa, working permits, registration etc. (experts and visitors) in liaison with Government Authorities

Requirements

Essential

- Cambodian national
- Bachelor's degree in Accounting or Finance
- At least 3 years-experience in a similar position with NGO or Private Sector
- Proven experience in accounting and management controls
- Demonstrable knowledge of Microsoft Excel
- Knowledge of Cambodia tax system
- Ability to speak and write intermediate-level English
- Ability to meet deadlines
- Willingness to frequent travel to rural provinces for short assignments

Desirable

- Fluent in English
- Previous international donor experience (e.g., BMZ/GIZ)
- Expertise in accounting software (e.g. Quickbooks; FundsPro)
- Working toward professional chartered accountant status

Please send a CV (3-page maximum), a Cover letter (1 page maximum) together with Names and contact details of 3 professional referees in ENGLISH by Email to doira.m@welthungerhilfe.de by 17:00 on 16 September 2022 with the subject heading "Cambodia Finance and Administration Assistant"

Welthungerhilfe is committed to fighting terrorism in all its activities. Accordingly, any applicant who is offered employment will be screened against lists of known and suspected terrorists.