**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Annual Salary and Benefit |  |
| Job Title | Admin and Finance Manager |
| Job Grade |  |
| Contract Type | Fixed Term (Annual Contract) |
| Reporting to | Executive Director |
| Based Office | Phnom Penh with some travel to the target area |

**I. Background**

Cambodia Indigenous Peoples Organizations (CIPO) is neutral, non-governmental, not for profit organization which was officially registered by the Ministry of Interior in Phnom Penh, Cambodia Registration Letter No. 1352 Sor. Chor. Nor of 30 June 2014. C.I.P.O head office is in Phnom Penh and will also set up its official work at the provincial level in order to direct support to the indigenous people’s community.

**II. Objective of position as Admin and Finance Manager**

The objectives are to oversee, guide and manage the financial and administrative of the CIPO organization.

**III.** **Key roles and responsibility of the position**

1. **Administration**

* Takes note during the meeting and records all decisions made during the meetings;
* Prepares invitations and dispatches representative to communicate with local authorities and relevant stakeholders;
* Co-Organizes with project officer on the events of CIPO.
* liaises with donors and other relevant stakeholders,
* Represents CIPO in external communication including work-related communications and meetings;
* Maintaining office stationery supply and keeping inventory
* Translating/typing letters or other documents in Khmer and English
* Monitor the use of equipment including computer, LCD projectors, printers, photocopies, scanners, telephone, Camera, etc. Ensures all CIPO facilities are properly managed and maintained.
* Monitor of management and update asset and inventory, including asset register, disposition and conduct annual physical count of asset and inventory.
* Other duties as requested by the base supervisor.

1. **Finance**

* Accountable with ED, BoD, Donors and other required stakeholders.
* Prepares balance sheets, income statements, bank account report with vouchers and other related document. Prepares monthly financial reports by donor; oversee all bank accounts, monitoring balances, highlighting any cash-flow issues; prepares monthly bank reconciliations/bank record for all CIPO’s bank accounts and present them to the Senior Manager/Director for approval;
* To manage all aspects of accounting, procurement and regular audit for the organization and cooperates with external auditors when there are auditing mission with executive director of CIPO.
* Jointly develops a proposal for funding with the executive director;
* Co-with ED to develop financial guideline and procedures and implementing the financing strategy in accordance with decisions and approved by the board of director.
* Acts as an assistance to the executive director in preparing budget plans;
* Leading the process of developing a realistic annual budget and making sure that it includes enough income to cover all planned expenditure.
* Deposits and withdraws cash from banks as approved by the executive director with his/her signature,
* Monitors the variances of budget versus actual financial reports for each donor; ensures that all expenses are within the budget; reviews finance voucher and ensures that accounting records complied with budget category;
* Reviews the accuracy of accounting entries and adequacy of supporting documentations for grant disbursements;
* Reviews and controls Account Receivable and Account Payable by donor; reviews and
* Ensures adequate supporting documents for all receipts, disbursements, and necessary adjusting entries.
* Develop CIPO Financial Annual and Quarterly plan and Report including CIPO financial income and expenditure and submits them to the Management Board for review and approval. All financial report shall be co-signed by the treasurer and the executive director of CIPO;
* Regularly forecasting cash flow based on the work plan by the program, making sure that all parts of the organization have enough cash to pay for their activities and advising the management on investing any cash reserves.
* Ensure the effective and efficient maintenance of CIPO’s support documents e.g time sheets, contracts, vouchers then preparing accounting system software by using QuickBooks and Excel spreadsheets;
* Ensure financial policies and procedures are properly followed and complied with donor procedure
* Managing all payment/advance/cash reconciliation for project/activities based on monthly funds requested and approval.
* Translate receipt from Khmer language to English language
* Control that payments have been properly approved and authorized by appropriate supervisor according to CIPO or donor procurement policies.
* Prepare documents for financial assessments as required by CIPO.
* Records of daily expenditures and check that all payment vouchers in project are completed according to CIPO standard/ (with a special attention to codification and supporting documents).
* Ensure collection of all accounting documentation and prepare financial report following donor requirements on a timely and a regular basis.
* Check that daily expenditures are reasonably fair and based on the market prices
* Provide good financial services and be able to deal the issues of finance task smoothly with all staff especially donor.
* Prepare monthly cash reconciliation and cash on hand count sheet
* Carry out any other related tasks as agreed with the Finance Manager and/or Administrator.
* Assist in management staff about daily expenditures and accounting matters.

1. **HR**

* Organization Policy (Contract)
* Provides payroll information by collecting time and attendance records.
* Control attendant list and leave for all staff
* Make sure that employment contracts, personnel files & staff lists for all staff are maintained and updated.
* Interview and training new staff (Encourage, Motivate, Certificate)
* Staff disciplinary training (Clothing, Clean, On time)
* Creating form of interview, resignation, late, valuate, training…etc.
* Providing guidance and coaching all new incoming staff as well as provides any necessary additional training to current staff.
* Responsible for providing HR services in support of the programme and ensuring that all HR and related administrative needs of the programme are met.
* Support the coordination of training activities and related administrative needs.
* Collect and maintain attendance sheets and update files in line with labor law.
* Make sure that employment contracts, personnel files & staff lists for all staff are maintained and updated.
* Develop good knowledge and familiarity with national labor law and other national law applicable to Human Resources. Ensure the Human Resources Manager and Country Director are aware of any changes to National Labor Laws or decrees.
* Support the updating of staff policy and HR in line with National Labor Law, including annexes, and Government Decrees.
* Draft HR correspondence (letters, faxes, memos)
* Maintain absolute confidentiality regarding staff and personnel issues at all times.
* Follow up and maintain file of staff probation evaluation dates, if any notify supervisors of due dates.
* Ensure that the Human Resources Manager is fully briefed on all issues in the assigned functional area.

**IV. Qualifications of the Admin and Finance Manager**

* Have good background, knowledge and experience on financial and administrative.
* Computer proficiency in MS office and accounting packages preferably QuickBooks
* Commitment to support the indigenous people’s community
* Knowledge of participatory engagement and alternative learning approaches
* Be able to work under pressure and based on good time management practices.
* Have good relationships and good interpersonal communication skills with IPs, also with all kinds of government authorities and civil society organizations and Donors at local, national, regional and international.
* Ability to facilitate groups and willingness to work as part of a dynamic team
* Be fluent in at least one Indigenous language spoken, also in Khmer and have good command of English.
* Be fast and clear in report writing.
* Honestly person
* At least Bachelor Degree related fields.

**V. Application Information:**

Application should be submitting in hard copy or soft copy. Qualified candidates are invited to submit their curriculum vitae with cover letter to the below detail address or email, and contact number.

CIPO Office: #16Beo, Street 460, Sangkat Toul Tumpong I, Khan Chamkamorn, Phnom Penh, Cambodia. Telephone: **012 571 636, E-mail:** [**info@cipocambodia.org**](mailto:info@cipocambodia.org) **and lat.sokem@gmail.com**.

Deadline of application is **15th February, 2020 at 5PM.**

**Note: Indigenous person, especially indigenous woman candidates are highly encouraged to apply.**