

## JOB ANNOUNCEMENT

The Cambodian NGO *Khmer Community Development* (KCD) implements since 2006 a Peace and Development project in the border zone of south Kandal, which is inhabited by Khmer and ethnic Vietnamese communities. It includes three main project components: Child Rights, Peace, and Community Development.

KCD is now looking for qualified Cambodian candidates to fill a positions of **Finance Officer**. The positions are based in Phnom Penh with frequent travels to the province.

### FINANCE OFFICER

#### Duties:

- To prepare financial report and annual budget plan to KCD Board of director.
- To monitor, manage, and follow up on all organizational expense.
- To verify on monthly staff payroll and severance pay, prepared by accountant.
- To contact auditors and facilitate on audition task.
- To keep in touch with banks and follow up regularly on budget in bank accounts.
- To prepare monthly, trimester, semester, and annual financial report to submit to Executive director, donors, and relevant government institution.
- To prepare budget request to donors.
- To set regular meeting with all staffs on budget line expense.
- To train all staffs on any new financial policies.
- To monitor on cash count and cash surprise.
- To participate in activities with organization (monthly/annual/staff meetings), participation with other partner organizations, and to assist other projects in the organization when necessary.
- No discriminate on sex, age, nationality, and religion.
- To respect and apply organizational by-law, internal rule, and other policies.

#### Requirements:

- At least two year experience in Finance Management with Inter-national NGOs.
- Good command of English, proficiency in writing and speaking.
- Able to work in team.
- Willing to work hard, occasionally over time.
- Skillful use of Quickbook program or other finance program, MS Word, Excel, Power Point, Internet, and E-mail.

**Salary and benefits: \$800-\$1,000** plus bonus (KNY+Pchum)+seniority pay+insurance+NSSF and other benefit.



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KHMER COMMUNITY DEVELOPMENT(KCD)

## Application Information:

The interested candidates should submit an up-to-date **CV**, a **cover letter** with **expected salary** to KCD office located by using the contact details below:

KCD, #8, st.490, Phsar Deum Thkov, Chamkarmon, **016 661 985/089 472 974** (to find KCD location on google map, in Google Search: 11.533052, 104.917390)

E-mail: **na.vany@yahoo.com**

Closing date: **25<sup>th</sup> April 2022**

***Note: Candidates who send CV and Cover letter by- mail are required not to attach any supporting documents, which should be examined as hard copy when invited for an interview (can be by online or verbal).***