

CWS WASH TRC established 2012, works in the areas of capacity building, in water and sanitation, for WASH practitioners all over the Country. CWS WASH TRC is being registered as a Local NGO name WASH Skill Development Organization (WASH SDO). WASH SDO is now looking for a qualified candidate for the position of Finance and Administration Officer based in Phnom Penh.

**Major Responsibilities:**

- Assist Executive Director in the development, monitoring and reviewing the annual budget.
- Ensure day-to-day accounting transaction; and control of all accounting systems for accurate processing of financial data.
- Ensure all disbursements and cash liquidations are on time and followed the required guideline and procedures
- Monitor and update the Account receivable and account payable with staff and suppliers.
- Make sure payroll are transferred to individual staff members and transaction is accurately recorded.
- Prepare monthly and quarterly financial reports to submit to executive director and donors as required
- Prepare year-end accounting and taxation reports, operating profit and loss account and balance sheet
- Coordinate and provide support to the annual internal and external audits and make sure all accounting documents are ready for the audits
- Work with relevant functions to arrange logistics for events, meetings and workshop are properly organized conducted
- Responsible for the procurement of equipment/assets, office stationary and supplies; and ensure purchasing policies and procedures are strictly followed
- Ensure the MoU with Royal Government renewal on time.
- Make sure that all organization vehicles and motorbikes are registered with the related Government Ministry.
- Ensure and monitor the use of office equipment, vehicles and motorbikes followed to policy

**Requirements:**

- University degree in Finance and Accounting or Business Administration or Equivalent related field
- Minimum 3 years experiences with NGOs in finance, accounting and office administration.
- Good computer skill in MS Office (word and excel) and accounting software (QuickBooks, Peachtree)
- Good in written and spoken English and Khmer language
- Good interpersonal skills; and experience of working in a cross cultural setting
- Experience in implementing and monitoring the compliance of finance, accounting system and administration, policies and procedures
- Ability to work in a team and work independently.

Please send your CV to CWS Email: [saora@cwscambodia.org](mailto:saora@cwscambodia.org) or [jany@cwscambodia.org](mailto:jany@cwscambodia.org) no later than **April 10<sup>th</sup>, 2017**. Only short-listed candidates will be contacted. Qualified women are strongly encouraged to apply and all applications are treated with strict confidentiality.