



Job Announcement

Banteay Srei (Citadel of Women) is a registered Cambodian NGO with over twenty years' experience working with poor vulnerable Cambodian women and communities in rural areas to promote women in political, economic and social development. Banteay Srei evolved from the International Women's Development Agency (IWDA), an Australian NGO, and has become a leading Cambodian NGO in the areas of building women's leadership in rural areas, strengthening women's participation in local community development processes, promoting gender equality and women's rights, and increasing community action on positive gender relations and against gender-based violence. **Banteay Srei is seeking for highly qualified and dynamic consultant to fill the position of Finance and Admin Manager (FAM)**, based in Phnom Penh and 50% travel to provinces.

Key Responsibilities:

- a) Finance Management and Operation (50% of time)
- b) Human Resource Management (20% of time)
- c) Administrative and Procurement Management and Logistic Support (25% of time)
- d) Other duties when requested (5% of time)

Qualifications:

- Post-graduate qualifications in a relevant field of study in finance and accountancy preferred,
- Extensive understanding of the theory and practice with respect to financial and procurement management, administration and operations, and human resource management.
- Detailed understanding of collaborative processes, principles of relationship management and the formation of partnerships.
- Extensive experience in complex and diversity of grant management
- Extensive experience in: financial management, administration and operations, and human resource management,
- Supervision of staff,
- Outgoing personality with good communication and training skills.
- Good team leader.
- Ability to perform tasks in accordance to Banteay Srei organisational values.

Interested and qualified candidates should send applications (CV and a cover letter) to Banteay Srei by email: banteaysrei@online.com.kh or office addresses in Phnom Penh: #19B, St. 145, Psar Doem Tkov, Chamcarmon, Phnom Penh. Tel: 023 216 922. Detailed job description is available on our website: www.banteaysrei.info. Women are strongly encouraged to apply.

Only short-listed candidates will be contacted.

Closing date: 21 May, 2017 at 5:00pm