



www.pnks-cambodia.org

## JOB Re-adverting

Ponleu Ney Kdey Sangkhum (PNKS) is a Cambodian NGO localized from CORD UK with offices in Phnom Penh, Prey Veng, Kampong Speu, and Kampot. Our projects focus on Social Accountability, Agriculture & Livelihood, and HIV/ AIDS. We are currently looking for qualified Cambodians to fill the following position for Somleng Kampong Speu Project:

### **1) Administrative and Finance Officer: Based in Borseth District, Kampong Speu Province (\$330-\$360)**

#### Main Responsibilities:

- Consolidate the quarterly budget request
- Control and monitor project budget and alert to each component on any concerns
- Post transactions in journal entry and produce monthly financial report
- Manage project fund and cash in bank
- Ensure all support documents are accuracy and follow policies
- Spot check within the community to ensure project expense
- Provide technical to team and technical support on bookkeeping to community people
- Maintain a proper asset and updates regularly
- Keep track of staff and administrative issues
- Provide welcome and hospitality to visitor
- Maintain an effective filing system

#### Requirements:

- Bachelor degree in Accounting/Finance or related field
- At least 2 years experience in office management and accounting with NGOs
- Good command of English both written and spoken
- Experience in using QuickBooks program
- Computer literacy
- Willing to work with community people in the remote area
- Strong inter-personal and communication skills
- Discreet and trustworthy personality

Interested candidates should submit your CV and cover letter to PNKS office: House #19B, Street 145, Sangkat Phsar Deum Thkov, Khan Chamkar Morn, Phnom Penh or e-mail (no certificates attached) to [pnksinfo@online.com.kh](mailto:pnksinfo@online.com.kh) no later than **May 20 2017**. *Note: State clearly the position you are applying for in the subject line.* Contact number: 023 219 554.

*Women are encouraged to apply!!!*