

## Job Vacancy Finance Officer

The **Finance Officer** ensures the accurate and timely processing of key accounting data from clinics and project related transactions as well as management of key payables and income functions. The position reports to the Head of Finance and works closely with other team members with regards to financial transactions as well as communicating with suppliers, banking partners and other stakeholders.

Job Title:	Location:	Reporting to:	Probationary Period:
Finance Officer	Head Office (Phnom Penh)	Head of Finance	3 months

Marie Stopes International is a global organization providing personalized contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance**.

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values**:

Mission Driven	Client Centred	Accountable	Courageous
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### Key Responsibilities

- Enter approved invoices/project expenses and payable transactions into the accounting system in a timely manner.
- Prepare cheques for approval from management based on authorization levels and ensure that reimbursements to clinics, project staff/programmes and outreach are processed efficiently.
- Ensure that all payments made to suppliers are in line with the invoice, contract and credit terms.
- Verify that clinic, staff and project advances are granted and settled as per the MSIC procedure and are compliant with respect to the authorisation and documentation requirements.
- Operate the transaction with bank and ensure payment is completed on time
- Release cheque payment to supplier or staff
- Witness and assist with monthly cash counts.
- Prepare and submit the monthly tax payment to General Department of Tax and ensure tax payment is completed on time
- Collaborate with Financial Accountant to ensure administrative requirements are met with respect to payments for tax, salary taxes and other administrative payments
- Assist the Head of Finance for tax compliant and ensure MSIC has regularly tax update.
- Enter service income and service number transactions to the accounting system.
- Liaise with cashier/receptionists to ensure good cash management practices in the clinics such as regular cash deposits and correctly recorded income and expenses.
- Perform bank reconciliation and ensure it is completed on time
- Review debtor balance and ensure it is reconciled.
- Assist with physical stock counts, fixed asset counts and reconcile counts to the accounting ledger.
- Travel to project sites and clinics as required to perform spot-checks of income/expenditure or documentation.
- Assist with entry of general financial journals and fixed asset transactions into the SUN accounting system.
- Assist the Head of Finance prepare clinic/project financial reports according to the internal timeline.
- Preparing documents for Auditors as required.
- Ensure the supporting documents for expenditure and income are correct and policy compliant.
- Assist in maintaining the accounting filing system and records
- Other duties as requested by the Head of Finance.

### **Qualifications/Skills and Experience:**

- A Bachelor degree in accounting, finance or business administration.
- Preferably working towards a professional accounting qualification. At least 3 years of practical experience in accounting, accounts payable functions.
- Demonstrated strong leadership and influencing with good coordination skill, creative thinking and analytical skills.
- Proven customer service attitude, with delivering internal service KPI's.
- Experience with SUN Accounting system is an advantage.
- Knowledge/experience of DFAT and USAID compliance is an advantage.
- No NGO experience required, private and public sector experience welcome.
- Fluent Khmer and English both oral and written solution focused.
- Approachable with strong interpersonal & listening skills.
- Ability to prioritise tasks efficiently.
- The highest levels of integrity, strong ethical sense.
- IT literate, strong Excel skills.

### **Compensation & Other benefits**

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

Marie Stopes International Cambodia provides candidates a competitive salary based on knowledge, skill, experience, and capacity. We offer annual salary increase plus other benefits such as 24h insurances, annual bonus, annual leave, and other benefits as in the policy of MSIC.

### **How to apply**

Interested and qualified candidates should send applications (CV and a cover letter), stating expected salary to [hrd@mariestopes.org.kh](mailto:hrd@mariestopes.org.kh) or alternately via post to: Marie Stopes International Cambodia (MSIC) Head Office, Address: #12Eo, St.41, (Village No. 10), Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, **Tel: 023 994 082/083**. MSIC is an equal opportunity employer and women are strongly encouraged to apply. Please visit <http://www.mariestopes.org.kh/Career> for more information.

Only short-listed candidates will be contacted. Closing date for applications is **Tuesday 20/Feb/2018 at 17:00pm**.