



JOB DESCRIPTION

SENIOR ACCOUNTING EXECUTIVE

JOB TITLE : Senior Accounting Executive

DUTY STATION : Phnom Penh, Cambodia

REPORTING LINE : General Manager

SALARY RANGE : **Negotiable**

RESPONSIBILITIES:

Under the supervision and monitoring of General Manager, the Senior Accounting Executive is responsible for, but not limit to, the following duties and responsibilities:

Accounting and Financial Management:	<ul style="list-style-type: none"> • Planning process for the organization's annual budget with Head of Departments, General Manager and Board of Directors • Assist, develop and manage the direct and indirect annual budgeting • Produce the monthly, quarterly and annually financial assessment and financial report • Forecast organization's financial performance against budget and aligned with operational goals. • Oversee short and long-term financial and managerial reporting and documenting • Ensure that the Accounting and Finance Policy are available and it is properly followed and implemented. • Ensure and manage the accounting process are met requirement of internal accounting and finance policy • Manage day to day processing of revenue and expense by using QuickBooks and producing reports as requested
Administrative and Office Management:	<ul style="list-style-type: none"> • Oversee and ensuring that the office is clean and tidy • All office and IT equipment are properly registered, used and maintained • Oversee the participations of staff and Executive Committee members in the events inside/outside the countries; • Effectively manage the documentation of all in-coming and out-going correspondences; • Develop new memo/policy in accordance with CAMFEBA's rule • Join the management meeting to help develop the strategic plan for the Federation; • Attend other meeting as require by GM
Human Resource Management:	<ul style="list-style-type: none"> • Oversee the administering payroll and employee benefits and organizational insurance • Ensuring that staff and supervisor is performing adequately in their role

	<ul style="list-style-type: none"> • Providing a leadership support function to teams and motivating staff to achieve production goals • Ensuring key performance indicators (KPI) are available in place and production targets are met; • Ensuring the policies and procedures are implemented; • Maintain low staff turnover
Project Management:	<ul style="list-style-type: none"> • Involve with other federation's projects • Attend the strategy Development of the program with donors and project team • Monitor and oversee day to day project management, including project's activities, project's budget, project's outcomes, project's evaluation, project's audit, project's report, etc. • Assist to develop the training materials and provide the training to clients if necessary • Assist to present and represent at events, acting as focal person for the donors • Working on any tasks involved with the donors' requirement

QUALIFICATION & REQUIREMENTS:

- At least Bachelor's degree or higher in finance, accounting, business administration, or related fields
- At least three years of relevant experience in accounting and financial management, administration with a private, NGO, or public institution.
- Experience in operating accounting software and advanced Excel.
- Excellent interpersonal relations, organization, and planning
- Foundational knowledge of tax law and regulations
- Excellence verbal and written communication skills in both Khmer and English
- Excellent computer skills in Microsoft Office
- Individual of highest standard of integrity and with the ability to work independent and with minimal supervision

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.