



# Job Vacancy Announcement

for Finance and Administration Coordinator position

With Mlup Baitong

## Job Description

Mlup Baitong (MB) is a dynamic and respected Cambodian NGO. It was first established in 1998 to focus on environment education and natural resource management and to address the poverty in Cambodia with a focus on educating the general public on conservation of natural resources and supporting the poor to improve their livelihood. Up to year 2020, Mlup Baitong works in eight provinces including Kampot, Kampong Speu, Kampong Chhnang, Pursat, Battambang, Siem Reap, Kampong Thom, and Stung Treng. Mlup Baitong is seeking a highly motivated and experienced candidate in the position “Finance and Administration Coordinator”.

## Positions

### Finance and Administration Coordinator

- **Schedule:** Full-time
- **Report to:** The Employee report directly to the Executive Director

## Job Location base:

- Phnom Penh (with occasionally travel to project sites in conducting financial monitoring purpose)

## Job Duties

### I. Administration Affair and Management

- To ensure that all administrative affairs run by the Admin Section is properly managed;
- To ensure that procurement of equipment and purchase order of goods are properly done in line with MB and donors/partners policies and procedures under the supervision of the ED;
- To ensure that inventory of equipment are properly done in line with MB and donors/partners policies and procedures under the supervision of the ED;
- To ensure that all office equipment and facilities are properly organized and maintained by closely supervising the Admin Support Assistant;
- To ensure that all filing systems (soft and hard copies) are properly organized and maintained for each section by closely supervising the staff responsible for each section;

- To ensure that venues and facilities for staff training/meeting, Board of Directors meeting, are properly arranged by closely supervising the Admin Support Assistant;

## **II. Financial Management**

### **1. Planning**

- To actively participate in annual and midyear planning workshops and provide inputs for budgeting of all projects and other sections and compile budgets for all sections as MB's annual budget for ED for final approval;
- To participate in developing budget proposals to be submitted to donors.
- To be responsible for managing financial audit agreements with the agreed audit firms for all required projects and the organization

### **2. Implementing**

- To ensure that accounting system including Quick Books and others are properly managed and all finance documents are properly maintained;
- To ensure that all cash flows are properly managed
- To ensure that staff payrolls and benefits are properly prepared;
- To ensure that taxation and NSSF are well prepared and managed;
- To be responsible for preparing financial reports and relevant supporting documents for donors and coordinate the financial audits.
- To be responsible for preparing annual account;
- To be responsible for updating/developing financial management system
- To support the Admin Support Assistant in updating fixed assets listing;

### **3. Monitoring**

- To ensure that all expenditures are in lines with the latest updating financial guidelines/procedures;
- To ensure that all expenditures are in lines with the donor procedures/policies.

### **4. Reporting**

- To be responsible for developing/updating schedule for financial reports to donors,
- To be responsible for preparing financial reports (budget vs. expenditure-quarter and annual) for projects, management team, Boards of Directors and Donors/stakeholders and Executive Director when required
- To be responsible for communicating and submitting financial audits to relevant donors/stakeholders.

## **III. Staff Management and supervision**

- To supervise the Financial Unit and Administrative Unit staff.
- To ensure that all staff leave permission are properly recorded through closely supervising the Admin Supporting Assistant;
- To organize staff recruitment process, properly maintain staff contracts
- To ensure staff performance appraisals are conducted regularly with the recommendation for training needs and properly documented
- To draft/review job descriptions of all staff within her responsibility lines and submitted to the ED for reviewing and approval;
- To ensure that staff development plans are prepared and implemented in close cooperation with the Program team
- To be responsible for building staff capacities including financial unit and project staff on financial management;
- To solve his/her staff conflict at the Financial and Administrative Units;
- To ensure that all related action points mentioned in the previous Staff and MT meeting minutes are implemented through checking the minutes;
- To ensure that all activities to be done are timely accomplished through the establishment of his/her own Activity Checklist and looking at his/her Job Description.

## Job Requirements

- Graduate degree in finance/economics, accounting, business administration or related field
- Advance level of English spoken and written
- At least 5 years professional experiences with financial management of project funding from various local/international donors
- Advanced knowledge of using accounting system QuickBooks, Ms. Office (Advanced Excel is an advantage)
- Experiences with strong team building management and supervision is an advantage
- Experiences with managing system (finance/administration/HR) would be an asset
- Good management and organizational skills
- Keen to learn and innovative idea (is an advantage)

## Application Information

**Women are strongly encouraged to apply.**

Interested qualified candidates are requested to submit a CV and Cover letter highlighting that your profile matched the requirements to the email address in the contact detail.

**Please include your expected salary and date of availability in the cover letter.** Thank you for your interest.

Only short-listed candidates will be contacted for interview.

## Closing Date

13<sup>th</sup> November 2020 by 12:00pm

## Contact Details

**Address :** #194, Street 371, Sangkat Boeng Tumpon, Khan Meanchey, Phnom Penh

**Name :** Mlup Baitong Organization

**E-mail :** [financemlup@online.com.kh](mailto:financemlup@online.com.kh); [mlup@online.com.kh](mailto:mlup@online.com.kh)

**Tel :** Tel: 010-413-857 / 012-413-857 / 092 689 949

**Website:** [www.mlup-baitong.org](http://www.mlup-baitong.org)

**Facebook:** Mlup Baitong