



Job Vacancy Announcement

for **Finance Officer** position

With **Mlup Baitong**

Announcement Positions

- **[Finance Officer \(1 Position\)](#)**

Announcement Description

Organization Profile

Mlup Baitong (MB), literally translated as “green shade”, 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 2022, Mlup Baitong works in four provinces including Kampong Speu, Kampong Chhnang, Pursat and Battambang. Mlup Baitong is seeking a highly motivated and experienced candidate in the position of “Finance Officer” will be based in the Phnom Penh.

Announcement Positions

Finance Officer (1 Position) [Apply Now](#)

Accounting, Banking / Finance, Business Administration, Exec. / Management

- Location: **Phnom Penh**
- Schedule: **Full-time**
- Salary: **N/A**

Position Summary

The Finance Officer (FO) reports directly to the Finance Admin Coordinator (FAC) for ensuring the smooth operation of the organization toward achieving the goal of delivering value-added services of the organization. FO will be mainly responsible for the day-to-day financial operation and managing the financial transactions.

Duties

I. Finance Management

- Manage the cash flow of the projects and organization (arrange the fund transfer slip, collect bank statement & credit advices)
- Cooperate in arranging cash on hand, bank and all payment transactions
- Review liquidations, invoices and supporting documents to ensure the accuracy

- calculation and sufficient supporting documents according to the donors, laws and internal finance management manual/ guideline
- Prepare payments/receipts vouchers for related projects
- Arrange the documents for donors review and auditing purpose
- Assist to prepare taxation on E-Filing and NSSF payment
- Maintain all financial documents in tidy
- Assist in posting transactions into accounting system "Quick Book"
- Assist in preparing the related financial reports for supervisor, projects and donors

II. Administration support

- Assist to review the Fixed Asset listing with Admin Support Assistant
- Assist to prepare some administrative documents
- Other tasks assign by FAC and ED

Requirements

- Bachelor degree in accounting/banking & finance, business administration or related field
- Experiences with computer software: Quick Book, Excel (Advanced Excel preferred)
- Significant at least 2 years professional experience in financial management with NGO or company (preferred)
- Good interpersonal skill and teambuilding ability, honestly, dependable and trustworthy
- Ability to work independently and/or as part of a team
- Computer literacy (Ms. Office), Internet & E-mail
- English and Khmer proficiency, writing and speaking
- Environmental background, community facilitation (preferred)

Application Information

Salary: competitive salary based on qualifications and other benefits. Interested qualified candidates should submit **a motivation cover letter, CV with attached recent photo 4x6**

Accept only PDF file (please combine into one PDF file)

Closing Date **22nd September 2022 (by latest 05:00pm)**

Contact Details

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