Job Description

Position | Junior Finance Officer | Salary Grade | 7
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Project/Department | Business Administration |  |  
Duty station | Phnom Penh |  |  
Reporting lines | Report to: | Responsible for: |  
Finance Coordinator | N/A |  
Senior Project Accountant |  |  
Budget Responsibility | N/A |  |  

Job Purpose:

The Junior Finance Officer (JFO) works directly with the Financial Coordinator/Senior Project Accountant to provide day-to-day support to the Business Administration Department and all projects. S/He participates in managing the Financial and Accounting System, and closing accounting periods and reports for management and HO.

Responsibility:

- Produce monthly accounting reports for review by management.
- Review all data (journals, vouchers, and reconciliations, etc) from staff and partners before posting to accounting system.
- Ensure every financial document and information from all staff and partners are filed properly before posting to accounting system.
- Work closely with field staff to ensure all monthly accounting report from partners are accurate and submitted on time with all required documents.
- Prepare all payment voucher in system when required.
- Prepare all payment to supplier and staff by cash, cheque, and bank transfer.
- Prepare cash and bank reconciliation for all accounts.
- Collect all the necessary document from bank.
- Assist internal and external audit – to find relevant supporting documents.
- Assist with the archiving of all documents at the end of each year/end of projects.
- Perform other related tasks assigned by Line Manager.
Selection Criteria:

- A minimum of two or three years of experience on financial management systems.
- A degree in Finance, Accounting and/or Business Administration, or equivalent combination of education, training, and experience.
- Good knowledge of accountancy software and excellent computer skills.
- Good at interpersonal skills and a good team player able to work in multi-cultural environments.
- Flexible and able to work independently and under pressure.
- Good in English (reading and writing).

Approving Signature:

Signature: Date:

Acceptance Signature:

I, ________________________, have read and understood the above job description.

Signature: Date: