

# Kingdom of Cambodia Nation Religion King



## Job Description - Finance and Admin Manager

Reports to : Morodok's Executive Director (ED)

Job purpose: Manage accounting, human resources, and office-logistic administrative tasks and supervise admin/finance staff.

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### ***I. Responsibilities***

1. To provide overall leadership and supervise office-logistic support staff in the current Morodok's operational mechanism; and to ensure the office-logistic service and human resources management is contributing to support new operation mechanisms of the Project Team;
2. To manage Morodok's finances and supervise financial administration staff to ensure financial support for the implementation of action plan of the Project Team to achieve Morodok's project objectives and goals;
3. To support members of the Project Team to ensure the budget operation is consistent with project activities and follows the finance policy guidelines;
4. To represent and/or act on behalf of Morodok to coordinate with the Govt. Institutions, NGOs and other partners when requested and required by ED.
5. To maintain timely information flow to Morodok's ED on the situation of Morodok's financial resources and Office & Logistic Administration, to provide a supporting role in project planning, monitoring, reporting, and information sharing.

### ***II. Tasks:***

#### **1. Supervision and Human Resources Management**

- 1.1. Supervise admin/finance staff members to support Morodok's project implementation, to ensure that the project activities can be carried out by the Project Team;
- 1.2. Ensure all staff, including members of the Project Team, is aware of policy and guidelines, and give orientation to them to ensure their performance reflects the policies and finance procedures, and report any violations of the policies and guidelines to the ED;
- 1.3. Organize the annual staff appraisals for members of the Admin/Finance Team, and give inputs to ED on improving job descriptions, and ensure all staff contracts are renewed and training plan is developed and implemented;
- 1.4. Provide administrative support to staff recruitment processes;
- 1.5. Advise staff members, including members of the Project Team, on financial management and office administration, and maintaining the Management Information System (MIS);
- 1.6. Facilitate Monitoring and Reporting staff to collect and collate information/ data and case reports from all Project Team and update the Management Information System (MIS);
- 1.7. Fulfill other reasonable tasks as required by Morodok's ED that are in line with Morodok's philosophy and guiding principles.

#### **2. Office-Logistic Administration and Finance Support service**

- 2.1. Ensure security safeguards for all staff members, including Project Team, in traveling to their duty stations, e.g. driving vehicles, accommodation, and if any situations are inappropriate, take safety measure first before the staff take any action;
- 2.2. Supervise team members to maintain logistic and office environment in a good looking manner; and to ensure that the office supplies are supportive to the work of the Project Team;
- 2.3. Provide inputs to the development of budget plans that enable the Project Team to implement project activities reflecting Morodok's Vision, Mission, Objectives, and Policies, and are responsive to needs of communities' initiatives on social enterprise development;

- 2.4. Ensure the project documentations and personal information/records are properly filed, and disseminate any important reports and information to staff;
- 2.5. Provide support to Project Team to manage monitoring, data/information collection and produce reports on the projects' progress and submit to the Morodok's ED and store them in MIS;
- 2.6. Perform as facilitator/coacher on finance management and office administration to support the project team members to implement events such as workshops, exchange visits, etc.

### **3. Financial monitoring and reporting**

- 3.1 Prepare end balance, balance sheets in USD/Riels, cash count forms, reconciliation of bank accounts, reconciliation of disbursement, receipt records & disbursement records;
- 3.2 Keep track of updated year-to-date total expenses for each project; and report this to the ED;
- 3.3 Prepare the monthly, quarterly, six-monthly and annual financial reports;
- 3.4 Make sure that staff payroll are checked, comply with staff contract agreements and are certified for payment by ED;
- 3.5 Ensure that all required salary and withholding taxes are properly prepared and paid;
- 3.6 Take supervisory role to manage the budget operation and to ensure the expenditures done by the project team members comply with the finance policy and procedures;
- 3.7 Monitor, authorize and produce reports about the expenditures done by all staff members, including Project Team, to comply with finance policy and procedures;
- 3.8 Coordinate Project Team members to ensure the budget operation is strictly monitored;
- 3.9 Prepare financial reports to submit to the ED for approval before sending to Donors and Board.

### **4. Maintain accounting software & filing system**

- 4.1. Operate and maintain a computerized accounting system (QuickBooks software)
- 4.2. Make sure all updated data is backed up into Google Drive, Gmail account and external hard drive;
- 4.3. Make sure the accounting system software is managed safely through using and updating Anti-virus protection and safeguarding the accounting system passwords;
- 4.4. Make sure the accounting filing system is in good order and in a safe place (receipts, vouchers and other supporting documents);
- 4.5. Keep and up-date staff separation pay records on a monthly & yearly basis;
- 4.6. Make sure that the access to payment processing functions and data entry is restricted to authorized personnel.
- 4.7. Keep and up-date staff separation pay records on a monthly & yearly basis;

### **5. Representation and acting on behalf**

During the absence of the ED, in consultation with management team, acting on behalf of Morodok:

- 5.1. To host and liaise with the Govt. Institutions, Authorities, International Agencies and NGOs and take action with prior approval by ED in response to specific events and requests;
- 5.2. To ensure information flows to ED of any cases that happen which might affect Morodok's work, and take urgent action to settle down the cases to comply with Morodok policies;
- 5.3. To coordinate general staff meetings and reflections, and to take any action in response to emergency cases.
- 5.4. Take on the role of Acting Executive Director in the ED's absence, when delegated by the ED.

### **6. Communication and information management**

- 6.1. Maintain timely communication and information flow to Morodok's ED and other staff members to update them on issues regarding financial management and office administration;
- 6.2. Facilitate information sharing for staff members, by circulating and disseminating reports on the progress of Morodok's project and disseminating publications to district and provincial stakeholders, as appropriate.
- 6.3. Provide timely reports to the ED (and in cases of emergencies, verbally updating the ED on the situation) as well as share information to relevant actors, media, and other NGO partners.

**III. Required Qualifications and Experience**

1. Tertiary qualification in accounting.
2. At least 5 years' experience in admin/finance work for a non-profit organization, including use of QuickBooks.
3. Able to multitask and meet deadlines, while maintaining accuracy and neatness.
4. Proficient in Khmer and English, speaking and writing.
5. Willingness to take up a long-term appointment in Srae Ambel, Koh Kong.