



## JOB OPPORTUNITY

Phare Ponleu Selpak (PPS) started in 1995 is a not-for-profit Cambodian registered organization, offering children and youth unique opportunities in their lives to develop themselves and their families through visual art, graphic design, animation, music, theatre, dance and circus training, social support and general education.

**Job Title:** Finance Manager | Reports to: Executive Director

**Employment type:** Full-time, 40 hours/week; min 2 years contract

**Location & Mobility:** Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap for relations with donors, local authorities and social enterprises.

### Position Description:

Reporting to the Executive Director, the Finance Manager leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; managing & reporting of tax liabilities, and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits. The Finance Manager supervises all staff of the Finance department.

### Management Responsibilities:

- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance to management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets to maintain compliance with PPS policy, GAAP and donors' requirements.
- Prepare and analyze accurate monthly, quarterly & annual financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of general ledger, accounts payable, expense reports, and billing.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Coordinate closely with PPS France, Phare Performing Social Enterprise, local communities, local authorities, local and international donors and development partners.
- Prepare a variety of ad hoc financial scenarios as requested.
- Ensure all staff are provided with a consultation on disbursement based on the project agreements/MOUs, and inter-relations or liaison with donors.



**Transactional Responsibilities:**

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Work closely with departments to prepare annual budgets; ensure to alert on budget anticipation, concerns for need of running of program/school activities
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- Maintain an orderly accounting filing system.

**Reporting Responsibilities:**

- Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- Coordinate the preparation of financial information in the organization annual report.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Calculate and issue financial and operating metrics.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.
- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

**Compliance Responsibilities:**

- Prepare and assist with developing audit schedules for the annual audit.
- Suggest improvements in processes to increase organizational effectiveness.
- Oversee state registration filings.

**Knowledge, Skills, Abilities & Attitude:**

- Proactive, hands-on manager with professional demeanor who will own responsibility for the Finance Department.
- Both detailed oriented and a strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Proven ability to make complex and time-sensitive decisions in the best interests of the



organization.

- The innate desire to help others
- Open minded and willing to learn from others and the environment around them
- Positive energy and attitude; self-motivated and hard working

**Qualifications:**

- Bachelor’s degree in accounting or finance. CPA is preferred but not required.
- Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders).
- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Non-profit experience, with experience with fund/grants accounting preferred.
- Proficiency with Sage Intacct, QuickBooks or other accounting software and excellent Excel skills.
- Fluency in speaking and writing both Khmer and English required.

Please submit your application with detailed CV and recent photo to PPSA through contact below by November 30, 2018 before 6:00PM  
Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child protection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.