

JOB ANNOUNCEMENT

Phare Ponleu Selpak (PPS) or “The Brightness of the Arts” is a non-profit Cambodian Association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Accounting Supervisor** to be based in Battambang province.

Job Title: Accounting Supervisor
Reports to: Accounting Manager
Employment type: Full-time, 40 hours/week; 1-year contract
Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

Purpose of the Position:

The Accounting Supervisor will support the finance team for the day-to-day operation and is responsible for the first draft of global financial report of the organization by reviewing all daily business accounting transactions which is consistent with COA, corrected budget code & class, accuracy and compliance with accounting policy and donor’s funded regulations and this position is under the supervision of Head of Admin/Finance.

Main Responsibilities

- Review daily business transactions posted by accounting assistants
- Ensure that all petty cash is daily reconciled and counted properly.
- Daily support to accounting teams to ensure that all payments and requests done timely.
- Review all requests for payment before submitted to supervisor for approval
- Review weekly all bank accounts reconciliation.
- Manage all A/R and A/P by having a weekly review and host a meeting with relevant team members.
- Review weekly all financial transactions to ensure that coding and having sufficient supporting document to justify expenditures and then make any adjustments if it is necessary.
- Provide daily coaching to accounting staff to ensure that payment procedures and the compliance with PPS and Donors funded regulation.
- Prepare first draft of monthly financial report of PPS and submitted to head of finance for review.
- Assist Accounting Manager in preparation of donor reports.
- Participate with regular program or projects meeting for specific funded projects to monitor projects budget.
- Assist s Accounting Manager in preparation of annual audit and donors funded interim expenditure verification, and any other tasks assigned by the Manager

Qualifications and skills Requirements:

- At least 3 years working experiences in handling accounts for NGOs or Social Enterprise.
- At least bachelor degree or equivalent knowledge & skills in accounting or finance & banking.
- Experienced in handling accounts using QuickBooks Accounting System and Excel spreadsheet.
- Experienced supervision of accounting teams.
- Strong communication, good attitudes and inter-personal skills
- Good English writing and speaking, French is an asset
- Ability to work effectively under pressure

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by 6:00PM of February 10, 2023

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 PPS child protection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.