



Job Vacancy Financial Officer

Introduction

Disability Action Council (DAC) is a national coordination and advisory mechanism on disability issues. It was recognized and stated in the Law on the Protection and the Promotion on the Rights of Persons with Disabilities, on July 3, 2009.

Scope of Job

The Finance and Administrative Officer will be responsible overall accounting functions, financial reporting, budget planning, internal control and financial policy, and manage administrative works.

Main Responsibilities

- Involve in developing annual budget planning, manage supply and procurement, manage personnel bio-database and files, and produce and update the personnel policy and financial policy
- Manage letter –in/out, and manage, maintain, repair materials, equipments
- Manage the fund and financial operation, report monthly on incomes, expenses and financial situation to management team leader, and produce monthly, quarterly, and annual reports
- Manage all tasks related to the admin and finance, conduct monthly cash/bank reconciliations and document, and review and valid income and expense vouchers
- Up to date written and computerized financial records and reports, record and file contracts, quotations, purchase orders, payment vouchers, and receipts, ensure intended purchases are properly authorized and within budget, and maintain and reconcile ledgers, bankbooks are financial reports
- Be responsible for and maintain control of all cash and monetary transactions of the organization, prepare cash advance for cash advance for project staff and prepare settle from cash advance
- Produce payments to vendors including calculating, inputting, checking payment for correctness and verifying accuracy of data, process salaries, entitlements and claim.

Qualifications

- At least degree in accounting and finance
- At least 3 years experiences in financial, accounting, and administrative work
- Written and spoken communications skills both English and Khmer
- High commitment and teamwork relation
- Must be honest and trustworthy
- Knowledge in Microsoft word, excel, quick book, accounting package are required

Application Information

- Please send CV and covering letter to meas_ratha@dac.org.kh or Disability Action Council (DAC), building Ministry of Social Affairs, Veterans and youth Rehabilitation (MoSVY). #788, Monivong Blvd, Phnom Penh, Cambodia.
- The deadline will be on **December 27, 2011, at 17:00 pm**. Only short list candidates are invited for interview on **December 28, 2011**. Persons with disabilities and women are strongly encouraged to apply. Further information please contacts Mr. Set Muhammadsis, Deputy Director of DAC Secretariat (Tel 012 50 67 29), and Email: madsis@dac.org.kh.