



# Hello from Friends-International

## We're looking for

# **BUSINESS FINANCE VOLUNTEER**

Do you want hands-on experience in managing financial transactions and supporting business operations?

If you answered 'yes', then you may just be the person we need.

### **WE ARE**

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

### **THE ROLE**

As the **Business Finance Volunteer**, you will play a key role in supporting Friends International's Vocational Training Business (VTB) by:

- Review and reconcile daily bank transactions with VTB sales income across all businesses (e.g., Friends The Restaurant, Salon, Future Factory).
- Verify daily income vouchers from VTB Team
- Prepare and post expense invoices into the E-Filing system on time.

### **Does this describe you?**

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- Currently a junior student or recent graduate in Accounting, Finance Banking, Business Administration, or a related field.
- Basic understanding of financial documents (bank statements, invoices, vouchers).
- Comfortable using Microsoft Excel and eager to learn more about financial operations.
- Based in Phnom Penh and available to volunteer for at least 3 months

Sounds good!/? Great! Please email your CV with your Cover Letter now to [hr@friends-international.org](mailto:hr@friends-international.org) and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

*Friends team*