



Hello from Friends-International We're looking for a **FINANCE OFFICER**

Are you a not-for-profit finance professional looking to broaden your experience in an international and multicultural environment? Would you like to join our teams and partners in building a better future for marginalized children, youth and families?

If you answered 'yes' to any of the above, 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 multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Finance Officer, based in our HQ in Phnom Penh, you will be joining our finance team which is currently expanding. FI is partnering with many NGOs across Cambodia and beyond, and we would like someone to ensure the smooth financial administration of our grants (such as UNICEF, Global Fund, ECPAT, ADB, multiple foundations and corporates) and partner sub-grants. This also includes distributing funds to partners, providing training and support to partners on financial guidelines, preparing donor financial reports, reviewing partners' financial reports, including conducting voucher reviews and consolidating final reports for donors. You would be working alongside an international and multidisciplinary team ensuring a high level of accuracy and transparency in our financial systems. This is a great opportunity for someone to work with a large variety of donors who are funding project activities across the region. We'd love to hear from someone who has already proven themselves in the finance area and who is willing to gain new experiences in working with partner organizations across Cambodia and Southeast Asia!

Does this describe you?



- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You're experienced in NGO accounting, finance systems, QuickBooks, and financial reporting
- You're knowledgeable about working with institutional donors such as Global Fund, UNICEF, EU, ADB, and international fund agencies
- You're excited to work with NGO partners, on capacity building, managing sub-grants and consolidating donor financial reports.
- You enjoy interacting with external partners and other office locations in Thailand, Laos, Indonesia and Myanmar while providing any needed support
- You're well-informed and experienced in tax e-filing, NSSF and NPF in Cambodia.
- You are a native Khmer speaker, and your English is excellent, and you can't wait to work with other finance counterparts across the South-East Asian region, and beyond

These would be examples of some of your responsibilities. Would you enjoy them?

- Delivering a Zoom presentation on UNICEF grant guidelines to 13 NGO partners across Cambodia
- Travelling to Battambang with a Finance Technical Coordinator to carry out partner assessment / spot check reviews of finance documents under our sub-grant
- Delivering a training presentation to your Phnom Penh colleagues in Finance Policies and / or Compliance to Withholding Tax Laws in Cambodia
- Provide on-site training in finance systems and QuickBooks to our NGO partner in Kampot
- Working with Phnom Penh Managers to explain their latest financial reports, and available budgets to support their decision-making
- Working with your Finance Manager to prepare all documentation for advancing funds to 13 NGO partners in Cambodia
- Support team mates to ensure deadline compliance for monthly tax e-filing, NSSF, NPF
- Collaborate with the HR/Admin team on ensuring procurement procedures are well followed and in line with donor compliance
- Attending Finance Management training together with co-workers from Thailand, Laos, Indonesia and Myanmar
- Etc.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to 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

