



Hello from Friends-International

## We're looking for a **CASHIER**

Are you a fresh finance/accounting graduate or recently started your career? 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 Cashier, based in our HQ in Phnom Penh, you will be joining our team in providing day to day administrative support in order to make a bigger social impact for children, youth and families. You will be responsible for assisting closely with individuals and provide them assistance with operational financial procedures such as cash withdrawals, data entry, bank account management, verifying expense vouchers etc. You'll work with an international team and gain valuable experience in finance. This is a great opportunity for someone looking to grow in the finance field. This is a great opportunity for someone who is willing to grow their career in the finance area.

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

- You are a dynamic team player with a passion for protecting and educating marginalized children, young people and their families
- You have good theoretical knowledge about financial procedures and calculations
- You are friendly, outgoing and you enjoy working directly with people
- You are dynamic and passionate about transparent financial systems
- You have good organizational skills
- You have experience with cash and bank management
- You have experience with bookkeeping
- You have some experiences related to the QuickBooks system



- You have good computer skills (Word, Excel and Email)
- You are a native Khmer speaker, and you can speak English

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

- Handle daily cash and bank operations, including issuing advances, processing expenses, managing petty cash, reconciling cash and bank accounts. Ensure timely and accurate payments to suppliers.
- Maintain a clear and organized voucher filing system, support teams in preparing income and expense vouchers, and ensure that vouchers are encoded on day-to-day basis for all financial and accounting data.
- Assist the Finance Manager with audits by providing necessary documents and information.
- Adhere to financial policies, maintain strong internal controls, and provide financial advice to teams as needed.

Sounds good!/? Great! Please email **your CV with your Cover Letter** and **salary expectations** 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*