



Hello from Friends-International

We're looking for a

BUSINESS FINANCE OFFICER

Are you skillful in business finance and looking to make a social impact? Are you excited to help a social business grow?

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, empowers children, youth, and their families to build brighter futures. Operating in Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe, we combine innovative services with social business models. As part of our Building Futures program FI has been running Vocational Training Businesses (VTB) since 1996. These social businesses offer hands-on training in real-life environments such as shops, restaurants and other services.

THE ROLE

As a Business Finance Officer for VTB, based in Friends Futures Factory (F3) in Phnom Penh, you will:

- Run day-to-day operations and ensure accurate finance records
- Prepare monthly financial reports, and support budget management (i.e. preparation, forecasting, follow-up, etc.)
- Ensure compliance with financial standards and relevant tax laws

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
- A skillful finance professional with experience in business service sector
- A clear and concise communicator with high ethical standards
- A positive, results oriented individual eager to take initiative
- A resourceful problem solver who thrives in environments with limited resources
- A native Khmer speaker with good English skills

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

- Implementing a financial system with processes to support a newly starting growing business model
- Prepare documents for yearly global audits and financial reports ensuring transparency and accountability
- Train and supervise Cashiers in Phnom Penh and Siem Reap, empowering them with the skills to manage daily financial tasks
- Monitor budgets, ensuring resources are allocated effectively to support various business functions
- Assist the team at the "Unlimited Shop" in improving their sales recording and tracking processes, helping them grow their impact
- Coordinate with VTB managers, providing clear financial insights into their operations to help drive business success
- and others.

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

