



Hello from Friends-International

We're looking for a

FINANCE VOLUNTEER

Are you a finance professional passionate about making a difference? Are you looking for a meaningful and rewarding volunteering experience?

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

We would like to welcome a Finance Volunteer to join our HQ team by working remotely or based in our office in Phnom Penh. Responsibilities will depend largely on your skills, so whether it is:

- Budget management and monitoring
- KPIs and dashboard development and follow up
- Accounting system and policies
- Processes, procedures, tools and templates development and improvement

We will be excited to work with you!

In this role, you'll work closely with our international finance team consisting of International Finance Coordinator and 3 Country Finance Coordinators, as well as with our wider teams across Cambodia, Thailand, Myanmar, Laos and Indonesia.

Does this describe you?

- A dynamic team worker who is passionate about working for the protection and education of marginalized children, youth and their families
- A qualified finance person with experience in management accounting, budgeting, and financial reporting
- Experienced in either the INGO sector or corporate business—both are welcome, especially given that Friends operates a range of social businesses
- Ideally available for 3–4 months or more, though shorter volunteer missions are also warmly welcomed
- A friendly and adaptable personality, with a proactive and positive attitude toward improving systems and procedures

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

- Collaborate with our HQ Finance team to assess the quality of implementation of new accounting standards in Cambodia
- Review and improve how project financial results are analyzed and presented, ensuring managers are kept informed of financial and funding status—including cash flow forecasts—and offer guidance as needed
- Develop and deliver Budget Management Training of Trainers (ToT) sessions for both financial and non-financial managers across the region
- Partner with the Admin team to streamline procurement procedures, ensuring they remain practical, efficient, compliant with best practices, and fit for purpose
- Support the ChildSafe Experience team (our social business) in designing a standard monthly financial reporting system tailored to a business model
- And contribute to other finance-related improvements as opportunities arise.

Sounds good!? Great! Please email your CV with your Cover Letter 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

