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Fisheries Action Coalition Team

Vacancy Position: Accountant

Fisheries Action Coalition Team (FACT) is a coalition of both international and national NGOs, working on fisheries and natural resources, especially to protect the rights of fishers to resources for livelihoods through out Cambodia. Since 2009, FACT has been working in three main targeted regions in Cambodia—Tonle Sap, Mekong and Coastal Regions. In coastal Program, FACT looks for a Cambodian National to fulfill the position of **Accountant** based in Phnom Penh, with frequent travels to provincial offices where FACT is working.

Qualifications:

- ❖ Bachelor's degree in finance and accounting or a related field
- ❖ High proficiency in QuickBooks (Key Requirement)
- ❖ At least 2 years of relevant work experience, preferably in an organization working
- ❖ Previous experience in working with an NGO (either local or international)
- ❖ Good communication and management skills
- ❖ Ability to work as a team
- ❖ Good interpersonal skills
- ❖ Good command of spoken and written English
- ❖ Able to work under pressure and independent
- ❖ Able to produce reliable and timely financial reports for management and donors

- ❖ Willing to learn new things

Major Responsibilities:

- ❖ Monitor cash advance for staff and reports
- ❖ Prepare monthly financial data from the project expenses, ensuring correct charging to accounts and projects
- ❖ Ensure proper and valid documentation for all financial transactions
- ❖ Ensure all transactions are entered into QuickBooks
- ❖ Budget Controlling
- ❖ Make monthly financial reports in order for smooth operation of the project and ensuring the timely submission of financial reporting to financial manager.
- ❖ Assist administrative officer for holding petty cash, bookkeeping ledger, and compiling of vouchers as required
- ❖ Assist the Finance Manager to do the Budget Projection to donors
- ❖ Assist the Finance Manager to do the Report to donors
- ❖ Conduct spot checks on expenditure
- ❖ Prepare statement of receipts and/or fund requests to donors according to donor deadlines
- ❖ Provide general clerical, financial support to the program.
- ❖ Apply agency policies and procedure
- ❖ Coach and support project staff to apply their knowledge on finance policy of procedure guideline
- ❖ Other duties as assigned

Application Procedure:

Interested candidates can post, fax or email their CVs with cover letter to FACT Office, **not later than February 15th, 2010.** **Note: Women are encouraged to apply.**

FACT's office is located on #215, St. 150, Sangkat Teuk Laork II, Khan Toul Kork, Phnom Penh; Phone/Fax: +855 23 992 044; Email: fact@online.com.kh; web: www.fact.org.kh