

អង្គការកម្ពុជាដើម្បីសុខភាព និង ការអប់រំសហគមន៍

CAMBODIAN HEALTH AND EDUCATION FOR COMMUNITY

JOB DESCRIPTION

• Job Title	• Accountant
• Job ID	• 010
• Employer	• Cambodian Health and Education for Community
• Direct Line Manager	• Admin and Finance Manager (AFM)
• Indirect Line Manager(s)	• Executive Director
• Contract Type	• Fixed Duration Contract (FDC)
• Duration	• 3 month probation
• Job purpose	• The Accountant works with Admin and Finance Manager in providing satisfactory accounting services to CHEC staff and ensure that Finance Manual, Security Guideline, Finance Policies and Stewardship principles are appropriately complied.

Detailed Job Description

Responsibilities:

Financial Management, Budgeting and Reporting

- Record all financial transactions in the accounting system (QuickBooks or other software).
- Maintain and update general ledgers, cash books, and journals accurately and timely.
- Maintain filing systems for financial documents in both hard and soft copies.
- Support the Finance Manager in preparing project and organizational budgets.
- Track expenditures against approved budgets and report any variances.
- Assist in preparing monthly, quarterly, and annual financial reports for management and donors.
- Ensure that all expenses are properly coded and allocated to the correct projects and budget lines.

Compliance and Audit Support

- Ensure compliance with donor financial guidelines and organizational finance policies.
- Prepare necessary documentation for internal and external audits.
- Support the Finance Manager and auditors by providing clear, accurate records and explanations.
- Monitor and report on the financial status of projects to ensure timely corrective actions.

Coordination and Administrative Support

- Coordinate with Program Coordinators and Office Staff to ensure timely financial reporting from project sites.
- Assist in procurement and inventory management processes to ensure compliance with financial procedures.
- Maintain and update the asset register in coordination with the Admin team.
- Support other finance and administrative tasks as requested by the Finance Manager or Director.

Required Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- At least 3 years of experience in accounting or financial management, preferably in an NGO or development organization.

- Familiarity with Cambodian tax regulations, NSSF, and relevant financial reporting requirements.
- Proficiency in accounting software (e.g., QuickBooks, Peachtree) and Microsoft Excel.
- Strong analytical, organizational, and problem-solving skills.
- Good interpersonal and teamwork abilities.
- High integrity, accuracy, and attention to detail.
- Good command of Khmer and working knowledge of English.

Approved by

Dr. Kasem Kolnary
Executive Director of CHEC

Date:

Accepted by:

Mr. /Mrs.

Date: