



## FINANCE CO-ORDINATOR

*Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

<b>Annual Gross Salary</b>	- Starting from \$25,300 gross per year
<b>Internal Job Grade</b>	- C2/national
<b>Contract type</b>	- 1-year fixed term contract
<b>Reporting to</b>	- Finance & Operation Manager in Oxfam in Cambodia
<b>Staff reporting directly to this post</b>	4 program finance officers -
<b>Location</b>	- Phnom Penh

**Shaping a stronger Oxfam for people living in poverty.**

### **Department Purpose**

Provide financial services of the country portfolios. Implement and monitor financial aspects of the assigned projects/programs. Provide appraisal and analysis of the necessary financial issues of proposals and reports for back-donors.

### **Team Purpose**

To contribute to the provision of management and operational services (including maintaining an accurate financial records and reports) within the programme & operation as per Oxfam's and donor procedures and systems, to enable the delivery of key support activities and help other programme staff in country offices to perform effectively.

### **Job Purpose**

Working directly with Finance & Operation Manager (FOM) and Senior Finance Officer with overall responsibility for the financial management as well as operation.

### **Job Responsibilities**

#### **Technical**

- Proactive support and advice to the FOM and other programme staff and partners in relation to finance issues/activities.
- Analyze financial aspects including monthly & Quarterly financial reports, variance on budgets, grant management, partnership agreements, control mechanisms and financial audits ensuring proper accountability and transparency.
- Advise on, train and enforce compliance to mandatory procedures and ONL's systems (ADOBE, PASTEL etc.).
- Ensure the archive system of all finance related documents is regularly updated for easily access and for audit purposes.
- Report to FOM for any related issues before communicating to relevant units at HQ (project control, external funding, Quality & Control).
- Replacing FOM as well as Senior Finance Officer temporarily while she/he is away from office
- Reconcile balance sheet every month including Account payable, receivable, Bank & Cash book during monthly closing
- Assist Finance & Operation Manager and Senior Finance Officer as per request.
- Consult with FOM take initiative to develop of a network of financial consultants, auditors in Cambodia to support these tasks when required.
- Bookkeeping with PASTEL system for daily transactions.
- Prepare monthly financial report by 6<sup>th</sup> of the following month with accuracy and submit to the HQ.
- Provide monthly salary allocation, GL, & other relevant information to the program finance officer.
- Assist FOM to prepare the draft ToR, Memo & other policy & procedure.
- Provide day to day support to the all program finance officer.

#### **Leadership**

- Good co-ordination with all program staff, support staffs and partners.
- Directly supervise & managing country program finance officer & provide technical support to them
- Effectively manage country office audit & lead the auditor.

#### **Management**

- To prepare, in the framework of the project cycle of ONL or requirements of the back donor, documentation and correspondence (such as approvals, contracts, letters of transfer, reminders and [standard] letters of rejection), etc. for the smooth and effective program implementation.
- To arrange the processes, registration and filing of the documentation and correspondence of the (core) processes, in line with applicable procedures and with the help of the automation systems;
- As per requested, assist in organizing operational meeting, workshop and other learning event in the countries. Capturing the content of those event and reporting to the required management system.
- Ensure that all the expenses have been comply with ONL policy & procedure.

## **Other**

- Eager and required to adhere to Oxfam's principles and values (click here) as well as the promotion of gender justice and women's rights (click here).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

## **Job Requirements**

### **Essential**

- A minimum of five years of experience using multiple project financial management systems, with a proven track record of management, preferably with international organisations;
- Master's degree in finance, Accounting and/or Business Administration, or equivalent combination of education, training and experience.;
- Good knowledge of accountancy software and excellent computer skills specially in the PASTEL
- Excellent inter-personal skills and a good team player able to work in multi-cultural environments;
- Understanding of gender and diversity issues and commitment to promoting gender and diversity equity;
- Flexible and able to work independently and under pressure;
- Able to travel frequently and for long periods of time;
- Fluent in English (reading and writing).

### **Desirable**

- Experience in designing and conducting finance trainings;
- Leadership & negotiations skills in dealing with people of different background.
- Team player, who works well in a multi-cultural environment, communicates readily & shares learning with colleagues, partners, beneficiaries & officials.
- Flexibility, ability to work independently and under pressure
- Strong communication skills & managerial skills.

### **Education:**

- Master's degree in Finance, Accounting and/or Business Administration, or equivalent combination of education, training and experience.;

### **Experience:**

- A minimum of five years of experience in the financial management systems, overall operation & supervisory skills; preferably with international organisations.
- Experience in PASTEL will get preferences.

### **Key Attributes:**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

**Organisational Values:**

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

**Key Behavioral Competencies  
(based on Oxfam’s Leadership Model)**

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.

<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.

**How to apply**

For those who are interested should submit their CV and application to our recruitment website: <https://career2.successfactors.eu/career?company=OxfamNovibP> by **September 23, 2019 at 5 pm** **Cambodian time.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**