

## Job Announcement

WPM is Cambodia's leading organization working on issues of gender and peacebuilding. Originally starting up as a youth network among university students, WPM has grown significantly from its mission to support women victims of violence to now working at the forefront of action research, leadership, experiential learning and dialogue at all levels. WPM works at the local level with grassroots communities, at the national level with civil society and key actors, and at the regional level with other NGOs, universities and gender and peacebuilding networks in neighboring countries. WPM is currently seeking potential candidates to fill in the position below:

### Accountant

<b>Job Title</b>	Accountant
<b>Location</b>	Phnom Penh
<b>Schedule</b>	Full Time
<b>Salary Range</b>	
<b>Direct Supervisor</b>	Finance Officer
<b>Application Deadline</b>	25 October, 2018

The accountant position will support the Finance Officer in the day-to-day preparation and examination of WPM financial operation and records.

### Roles and Responsibilities

- Prepares detailed budget spreadsheets and submit budget to Executive Director and or donors.
- Follow up donors' grants with actual expenses, prepare various financial documents, expenses planning and summarize each category
- Review and analyze monthly variance reporting vs. forecast
- Develop and manage process for monthly management reporting packages (Monthly, quarterly, semester and annual report to donors).
- Prepare balance sheet, Prepare profit and loss document, Cash in bank, Cash on hand and cash count, Conduct the allocation expense
- Provide assistance to director and managers for budget preparation.
- Assist administrator to complete the administrative job if needed.
- Prepare budget plan, assist and discuss with director on budget plan.
- Prepare financial report for organization such as monthly, semester and annual report
- Check and keep all payments vouchers in order such as filling codes, dates, signatories...
- Prepare book keeper, keep petty cash and review the accounts payable (AP) voucher for payment, monthly expenditure report and conduct financial report. Prepare bill collection and clearing journal entry.

- Maintaining and managing the financial supporting document files (purchase order, payment voucher, and clearing documents) to facilitate retrieval and stamp “paid” to receipts/invoice to avoid double payment.
- Others tasks assigned by the Finance Officer and the Management Committee.

### **Qualification**

- Associate and/or Bachelor in accounting & finance.
- Minimum 1-2 year experiences in finance and accounting duty, experiences in working with NGOs on accounting and finance is a plus.
- Skills on tax planning and reporting strategies
- Financial accounting knowledge as well as salary tax and payment.
- Good in negotiation skills, writing Skills, and reporting skill
- High Integrity, commitment, detail oriented, accuracy, willing to learn and open-minded.
- Excellent numerical, analytical, and problem-solving skills.
- Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information.
- Good in English speaking, writing skills, computer using, internet, email, and especially good at quick books, Ms. Excel spread sheet, Microsoft word etc.
- Excellent interpersonal, honest, and good in oral communication skills.
- Ability to respond flexibly and positively in all circumstances, and to work calmly under time constraint and pressure.

### **Application Information:**

Interested candidate, please submit your CV and a cover letter (indicating your expected salary) to [renate.t@women-peacemakers.org](mailto:renate.t@women-peacemakers.org) and copied [wpm@women-peacemakers.org](mailto:wpm@women-peacemakers.org)

Note: Only applicants selected for interview will be contacted.