



អង្គការនារីដើម្បីសន្តិភាព  
Women Peace Makers

**Urgent!**  
Job Announcement

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|-----------------------------|---------------------------------------|
| <b>Job Title</b>            | <b>Part-Time Accounting Assistant</b> |
| <b>Location</b>             | Phnom Penh                            |
| <b>Salary Range</b>         | 150\$ - 165\$                         |
| <b>Reporting to</b>         | Finance Officer                       |
| <b>Application Deadline</b> | 8 January 2019                        |

Women Peace Makers (WPM) is seeking a part-time Accounting Assistant to join our team. This position will support the Finance Officer in the day-to-day preparation and examination of WPM financial operation and records. 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.

Requirements

Qualification

- Associate Degree and/or Year III or IV student in accounting & finance.
- Having some forms of experiences in finance and accounting duty is a plus.
- Financial accounting knowledge as well as salary tax and payment.
- High Integrity, commitment, detail oriented, accuracy, willing to learn and open-minded.
- Excellent numerical, analytical, and problem-solving skills.
- 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.

Duties

- 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.
- Go to bank for take debit and credit advice , Bank Statement , Cash Withdrawal and prepared advance request and clearance for staff.
- Provide assistance to Finance Officer, Director and Manager for budget preparation.
- Assist administrator to complete the administrative job if needed.
- Others tasks assigned by the Finance Officer and the Management Committee.

**Application Information:** WPM is an equal opportunity employer. Interested candidate, please submit your CV and a cover letter to [neartheyseang@women-peacemakers.org](mailto:neartheyseang@women-peacemakers.org) and copied [wpm@women-peacemakers.org](mailto:wpm@women-peacemakers.org) **Note:** Only applicants selected for interview will be contacted.