Finance and Admin Officer - Wedu Cambodia

Job Title: Finance Officer - Wedu Cambodia  
Location: Phnom Penh (office-based)  
Hours: Part-time (20 hours per week)  
Duration: 12 months (can be extended based on performance and funding)

About Wedu Cambodia  
Wedu is a leadership development organisation that believes every woman who strives to reach her full leadership potential should have the opportunity to do so, and that a society where every talented woman has the opportunity to contribute to the best of her ability is a better society for all. We have successfully delivered key projects in Cambodia in partnership with international organisations such as USAID, Canada Fund and the British Embassy.

The Role  
The Finance Officer provides support to the overall financial and accounting operation of Wedu Cambodia and is an essential part of the social impact Wedu will achieve. The Finance Officer will work with all staff on a broad variety of matters related to finance and accounting support functions, with growing responsibility as the organisation expands.

The Finance Officer’s responsibilities include, but are not limited to, the following:

Bookkeeping and Accounting:  
- Maintaining financial files and records  
- Supporting the preparation and reconciliation of general bank statements  
- Ensuring transactions are properly recorded and entered into the accounting system  
- Supporting the preparation of income statements and balance sheets  
- Supporting the preparation of donor financial reports  
- Assisting with preparation of the budget and the annual audit  
- Managing purchasing and accounts payable needs

Administrative Support:
● Creating and reviewing office & admin systems and procedures, especially as they relate to office management, accounting and HR; resolving administrative concerns
● Providing information by answering questions and requests from the general public
● Maintaining inventory of office supplies & equipment, and performing all sourcing and purchasing duties
● Managing the filing, storage and security of documents
● Assisting with preparation, execution and administration of contract documents
● Maintaining workflow, implementing cost reductions and developing reporting procedures
● Contributing to the team effort by accomplishing other tasks, as needed
● Reviewing remittances and employee reimbursements
● Supervising completion of payroll and reviewing payroll reports
● Securing and managing employee benefit providers, as well as managing work permits for foreign employees

**Do you have what it takes?**
Wedu is a very entrepreneurial organization that is open to new ideas. If you have innovations to propose, make your case and say it out loud, conquer the team and you will have all the support required to implement your ideas. Leadership starts inside.

**Requirements and Qualifications:**
● A university (bachelors) degree in accounting and/or management; or equivalent/relevant experience
● Minimum 2-3 years of work experience in a similar role in Cambodia
● Proficiency in MS Excel required; familiarity with Xero preferred
● Attention to detail, ability to multi-task and excellent problem-solving skills
● Strong initiative with good work ethic, team-working skills and positive attitude
● Demonstrated commitment to promoting social change and women’s leadership
● Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
● Fluent in Khmer and English (spoken and written)
● Cambodia nationality

**Organizational arrangements**

We expect from you a minimum commitment of 12 months with a two month trial period. This is a full time position based in Phnom Penh and expected to start as soon as possible. You will receive competitive pay based on your qualifications and Cambodian living standards, and you will have access to the Wedu network of experts and advisers with extensive experience in development of social enterprises.
Apply Now!

Wedu is committed to cultivating a culture of inclusive leadership and we strive to build balanced teams from all walks of life. We celebrate the individual differences, life experiences, knowledge, innovation, self-expression, and talent that each employee brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.

We are looking to fill this position immediately. Interested candidates should complete the application form on our website at Careers - Join Our Team. If you are experiencing problems with the form, please email talent@weduglobal.org.

**Application deadline:** 27th February

Applications will be reviewed on a rolling basis and shortlisted candidates will be contacted via email. As part of the selection process, candidates will be asked to complete brief tasks.