

## **Finance Officer - Wedu Cambodia**

Job Title: Finance Officer

Location: Phnom Penh (home-based)

Hours: Part-time (5-10 hours per week)

Duration: 12 months (extendable based on performance and funding)

**Application deadline:** 15th May

**Expected Start Date:** June 2021

### **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 are registered as an NGO and operate under an MOU with the Ministry of Women Affairs. Since 2018, we have successfully delivered key projects in partnership with international organisations such as USAID, Canada Fund, the British Embassy and WaterAid.

### **The Role**

The Finance Officer provides support to the overall financial and accounting operations of Wedu Cambodia. 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 records and book of accounts (10-20 transactions per month)
- Reconciling bank statements each month
- Ensuring transactions are properly recorded and entered into the accounting system
- Preparing income statements and balance sheets
- Preparing donor financial reports, in coordination with the Programme Manager
- Preparing monthly management reports and quarterly board reports
- Managing purchasing and accounts payable as-needed
- Managing payroll (for 2 employees & upto 5 contractors)
- Calculating, completing, and filing all relevant tax forms and payments
- Managing other finance processes for Wedu Cambodia as-needed

### **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 business; 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
- Exceptional attention to detail and organisational skills
- Strong initiative with good work ethic, teamwork skills and positive attitude
- 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 part-time position based from home in Phnom Penh and expected to start as soon as possible. You will receive competitive pay based on your qualifications and Cambodian living standards.

### **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 as soon as possible at [Careers - Join Our Team](#). If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org). We will review applications on a rolling basis until the position is filled.

Applications will be reviewed on a rolling basis and shortlisted candidates will be contacted via email.