

We're Hiring: Administrative & Accounting Officer

Brief job description:

The Administrative and Accounting Officer (AAO) performs their tasks under the direct supervision of and reports to the Executive Director (ED) and Admin and Finance Coordinator in the delivery of administrative and financial management related activities of KlaHaan Organization. The AAO is bound by the KlaHaan Organization (KlaHaan)'s code of conduct and office rules and regulations and shows a strong commitment to the organization's values.

The AAO will be responsible for implementing overall operational administration work and supporting AAC in their implementation of financial management of KlaHaan to ensure the effective and efficient overall operation and financial management of KlaHaan.

This is a 5 days per week from Monday to Friday, based in our office in central Phnom Penh. The basic salary is **520 USD** per month, plus NSSF contribution, and other benefits.

Key responsibilities:

1. Financial Management:

- Maintain accurate financial records and manage accounting systems in both Excel & QuickBooks.
- Prepare financial statements, budgets, and reports for stakeholders.
- Monitor cash flow and manage petty cash.

2. Procurement and Inventory Management:

- Develop and implement procurement plans for office supplies and equipment.
- Maintain inventory records and ensure timely replenishment.

3. Compliance and Reporting:

- Ensure compliance with local laws, donor requirements, and internal policies.
- Prepare monthly Tax & NSSF declarations and regulations and compliance requirements
- Assist the Admin & Finance Coordinator in preparing and submitting financial reports to donors and regulatory bodies.

4. Operational Support:

- Coordinate administrative functions including office management and logistics.
- Assist in planning and organizing events and meetings, etc.

5. Human Resources:

- Support recruitment, onboarding, and staff management processes.
- Maintain employee records and assist with payroll processing.

6. Capacity Building:

- Facilitate training sessions for staff on financial and administrative procedures.
- Provide support for organizational development initiatives.

7. Communication:

- Liaise with donors, partners, and stakeholders regarding financial matters.
- Communicate financial information clearly to non-financial staff.
- Liaise with suppliers for day-to-day procurement.

Selection criteria:

Essential & Desirable:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 2 years of experience in accounting and administrative roles, preferably within the NGO sector;
- Experience with financial management software in both Excel & QuickBooks and Microsoft Office and Google Drive;
- Strong understanding of accounting principles, financial reporting, and budgeting;
- Knowledge of Tax & NSSF regulations and compliance requirements;
- Proven ability to manage procurement processes and maintain organizational systems;
- Good organizational and multitasking skills with attention to detail;
- A good working knowledge of English;
- Commitment to principles of feminism, gender equality and social justice;
- Enthusiasm and strong initiative and willingness to learn new things.

To apply:

- Send your CV and a cover letter to info@klahaan.org by 5 pm on Fri, January 10th 2025.
- Please detail in the cover letter why you are passionate about this opportunity and how you meet the selection criteria.