

JOB OPPORTUNITY
Finance Manager

Background on Hagar

Hagar was established in 1994 in Cambodia. In 2009, Hagar expanded its model to Afghanistan and Vietnam. Our focus is on working with women and children who are suffering from the impact of trauma resulting from slavery, trafficking and abuse. We seek to magnify the impact of this work with individuals and families through our advocacy and capacity building work with other service providers and institutions.

For those affected by trauma, and those who support them, Hagar is an expert in care and recovery. When healing happens the cycle of trauma stops. We believe that with the right support and capabilities people can recover and take the lead in their own journey to wholeness.

Hagar International Foundation is now looking for **1** passionate and qualified candidate to fulfil 1 position of **Finance Manager** based in **Phnom Penh**.

SALARY OFFER **Negotiable**

PURPOSE

This role is responsible for the oversight, management and co-ordination of finance functions as defined, across Hagar globally.

RELATIONSHIPS

Reporting and collaboration relationships may change over time with the addition or departure of staff or changes in organizational structure.

- Reports directly to the Executive Director Cambodia
- Coordinates specific areas of financial and admin responsibility with various staff (e.g. Program Managers and Project Officer)

RESPONSIBILITIES

The scope and emphasis of the position responsibilities may change over time; new responsibilities may be added and existing ones dropped or modified as required.

- **Projects - Cambodia**
- **Donors - Cambodia**
- **Reports & Audits - Cambodia**
- **Processing of Vouchers**
- **Staff Supervision of Processing Team**

QUALIFICATIONS AND EXPERIENCES

Education:

- Minimum Bachelor in Accounting/Business Administration or related field.

Experience:

- At least 5 years' experience working in progressively responsible finance roles

- Experience in leading a team or supervising other staff
- Experience in a key stakeholder management/influencing role with senior stakeholders □ Experience in a culturally diverse, global organisation

Skills and Knowledge:

- Advanced Financial Management skills
- Solid computer proficiency in the use of Microsoft Office (Word, PowerPoint); Advanced Excel; and proficient Database knowledge is required;

• Competent in both oral and written English language and strong proficiency in Khmer

Personal Attributes:

- Able to lead others to influence key outcomes and enable on-time delivery
- Customer centric approach – focused on the result for staff and clients
- Can-do attitude with a positive approach to work
- Ability to manage multiple tasks and make judgement call on priorities
- Problem solving capability
- Process improvement mind-set – looks for opportunity to improve processes and increase efficiency and effectiveness
- Role models leadership behaviours
- Ability to remain calm under pressure
- High level of personal and professional integrity
- Ability to supervise staff and provide appropriate mentoring and coaching

Interested applicants must submit their **Hagar application form and curriculum vitae** to Hagar through **email address** below. **Only candidates with the required documents above will be considered for shortlisting.**

Address: #354Z, Street 518, Sangkat Toul Sangke, Phnom Penh, Cambodia

Tel: (855)23 424 664

E-mail: jobs.cambodia@hagarinternational.org

Hagar International Foundation is an equal opportunity Organization. Women and Disable people are strongly encouraged to apply.

Closing date: December 13, 2018

**HAGAR INTERNATIONAL FOUNDATION
POSITION DESCRIPTION**

1. Position Summary:

Job Title:	Finance Manager
Reports To:	Executive Director Cambodia
Position Location:	Phnom Penh
Travel:	Not likely

Summary: This role reports directly to the Executive Director Cambodia and is responsible for the oversight, management and co-ordination of finance functions as defined, across Hagar globally. Responsibilities include the following areas.

Responsibilities:

- Projects - Cambodia
- Donors - Cambodia
- Reports & Audits - Cambodia
- Processing of Vouchers
- Staff Supervision of Processing Team

2. Organisational Context:

Hagar was established in 1994 in Cambodia to serve individual women and children who have survived severe exploitation and human rights abuse. In 2009, Hagar expanded its unique model of long-term, individualised care in Afghanistan and Vietnam. In each unique context, Hagar is committed to the whole person for the long-term: “whatever it takes for as long as it takes to restore a broken life”. Through protection, recovery, empowerment and community integration, Hagar walks with each man, woman and child on their journey towards wholeness.

Hagar’s core values are:

Respect, Integrity, Compassion and Excellence.

3. Key Position Responsibilities:

Major Responsibility 1: Projects – Cambodia

- Responsible for set up and day-to-day management of budgets and reconciliations relating to all projects in Cambodia.
- Work with Senior Management Accountant to co-ordinate budget preparation and reviews as required, including mid-year budget review. Work with all project stakeholders to manage expectations and ensure on-time delivery.
- Train and educate project staff and relevant stakeholders on budget requirements.
- Act as key point of contact for project teams relating to financial and budget enquiries.
- Provide monthly updates to senior management and project managers on any financial issues related to their projects.

Major Responsibility 2: Donors – Cambodia

- Oversee, manage and track all donor requirements related to Cambodia projects.
- Ensure compliance with donor reporting deadlines and requirements.
- Act as key contact point for donor enquiries relating to Cambodia projects.
- Provide monthly updates to senior management and project managers on any donor issues related to their projects.

Major Responsibility 3: Reports & Audits – Cambodia

- Responsible for all project reporting requirements relating to Cambodia projects.
- Responsible for all donor reporting requirements relating to donors of Cambodian projects.
- Organize and lead Cambodia project/donor audits.

Major Responsibility 4: Processing of Vouchers

- Responsible for processing all transactions relating to Hagar as a whole.
- Organize, manage and monitor the processing team.
- Ensure the completeness and accuracy of data entry through checks and balances.
- Monitor and check the appropriateness of each voucher and ensure proper authorizations have been obtained.
- Ensure finance policies are being applied to each transaction.

Major Responsibility 5: Staff Supervision of Processing Team

- Provide ongoing support and supervision for a team of staff.
- Provide mentoring and coaching for team members as required.
- Identify opportunities to build finance capability across the team, ensuring all team members are adequately trained in their roles.
- Complete any additional duties and participate in projects as requested by manager (<5%)

4. Key Selection Criteria:

Education:

- Minimum Bachelor in Accounting/Business Administration or related field.

Experience:

- At least 5 years' experience working in progressively responsible finance roles
- Experience in leading a team or supervising other staff
- Experience in a key stakeholder management/influencing role with senior stakeholders
- Experience in a culturally diverse, global organisation

Skills and Knowledge:

- Advanced Financial Management skills
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5. Core Competencies:

Accountability: We take responsibility for using our resources efficiently, monitoring progress and for being accountable to our clients, our supporters, and partners.

Collaboration: We build strong relationships that inspire trust, respect and effective communication.

Creativity: We embrace innovation, change and new approaches to ensure continuous improvement.

Learning: We pursue excellence by encouraging reflection, continuous learning and professional development.

Quality: We aspire to high goals and strive for the highest quality outcomes and services.