

JOB OPPORTUNITY WITH HAGAR INTERNATIONAL FOUNDATION

Senior Finance Officer

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 a passionate and qualified candidate to fulfill the position of **Senior Finance Officer** based in Phnom Penh.

Purpose: this role reports directly to Finance Manager and is responsible for the oversight, management and co-ordination of finance function, system management and update, financial management, daily cash flow, book closing, audit and compliance.

MAJOR RESPONSIBILITIES

- 1) Monthly and daily accounting records and management
- 2) Budget & Reporting
- 3) Cash Management
- 4) Audit and compliance
- 5) Invoice/Receipt
- 6) System Maintenance and Management

Qualification

- Bachelor Degree in Accounting or relevant field
- At least 3-5 years' experience in finance/accounting field in NGO
- Experience in accounting records keeping
- Practical experience in daily cash management
- Good experience in audit and compliance
- Experience in system maintenance and update
- Finance/accounting fields
- Computer proficiency in the use of Microsoft Office, Advance Excel, Advance
- Competent in both oral and written English
- Problems solving capability and ability to remain calm under pressure
- Customer centric approach- focus on the result for staff and clients
- Ability to remain calm under pressure
- High level of personal and professional integrity
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- Role model of leadership behaviours and team work

HOW TO APPLY

Interested candidates are required to submit his/her updated **Hagar Application Form and Expression of Interest Letter** with subject line: **Application for Senior Finance Officer** to Hagar's email address: jobs.cambodia@hagarinternational.org. **Only candidates with the required documents above will be considered for shortlisting.**

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

Closing date: June 20, 2019