



## Hello from Mith Samlanh We're looking for a **FINANCE OFFICER**

Are you a not-for-profit finance professional looking to broaden your experience in a nonprofit organization? Would you like to join our teams and partners in building a better future for marginalized children, youth and families?

If you answered 'yes' to any of the above, then you may just be the person we need.

### **WE ARE**

Mith Samlanh was founded in Phnom Penh in 1994. Our vision is together, we protect marginalized children and youth, their families and communities and with them create innovative and exciting opportunities to build their futures. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

### **THE ROLE**

As a Finance Officer, based in Phnom Penh, you will be joining our finance team which is currently expanding. Mith Samlanh is partnering with many NGOs across Cambodia and beyond, and we would like someone to ensure the smooth financial administration of our grants (such as UNICEF, Global Fund, ECPAT, multiple foundations and corporations). This also includes providing training, preparing donor financial reports, conducting voucher reviews and consolidating final reports for donors. You would be working to ensure a high level of accuracy and transparency in our financial systems. This is a great opportunity for someone to work with a large variety of donors who are funding project activities across the region. We'd love to hear from someone who has already proven themselves in the finance area and who is willing to gain new experiences.

### **Does this describe you?**

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth, and their families
- You're experienced in NGO accounting, finance systems, QuickBooks, and financial reporting
- You're knowledgeable about working with institutional donors such as Global Fund, UNICEF, EU, etc.
- You're excited to work with NGO partners, on capacity building, and consolidating donor financial reports.



- You're well-informed and experienced in tax e-filing, NSSF, and NPF in Cambodia.
- You are a native Khmer speaker, and your English is excellent.

**These would be examples of some of your responsibilities. Would you enjoy them?**

- Delivering a training presentation to your Finance team about Policies and/ or Compliance with Withholding Tax Laws in Cambodia
- Support teammates to ensure deadline compliance for monthly tax e-filing, NSSF, and NPF
- Collaborate with the HR/Admin team on ensuring procurement procedures are well followed and in line with donor compliance
- Conduct weekly cash count with cashier and cashbook balance is accurately matched with cash-on-hand.
- Review both advance and expense vouchers ≤ \$300 with budget allocation and validate following the finance policy and donor requirements.
- Etc.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org) and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

*Friends team*

