

Position Profile

Position Title:	Finance & Admin Manager
Department:	Pact Cambodia
Division:	Finance
Work Location:	Cambodia
Reports to:	Country Representative
Position Type:	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Hours per week:
Position Category:	National <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please specify:)
Classification:	Management: M2
Title:	Manager

Position Summary

The Finance and Administrative Manager will report to the Country Representative and is tasked to oversee the overall financial management of country operations and projects including managing all tasks relating to finance, accounting, auditing, procurement, IT & and administration, and human resources. This position will have responsibility for managing the budgets for Pact project funds, as well as ensuring the periodic reports of finance, cash requests, tax returns, VAT, and other reports set by Pact, Pact's donors, and the Cambodian government are submitted on time. The job requires strong knowledge and experience of USAID rules and regulations, Cambodian laws & and regulations, as well as close collaboration with Pact HQ to ensure the application of Pact regulations. This position will supervise finance and HR/Admin staff (if exist). S/he will apply Pact code of ethics across all aspects of daily work.

Essential Duties and Responsibilities

Financial Management & Accounting:

- Review and update Pact finance and accounting policies and procedures as needed, ensuring that they comply with Pact head office/DC office, donor requirements, and local regulations.
- Develop and maintain Pact office financial management systems ensuring adequate segregation of duties.
- Supervise Finance and Admin staff (if exist) and ensure that they properly carry out their responsibilities.
- Identify training needs and facilitate training as needed to ensure that Pact staff understand and follow finance and accounting policies and procedures.
- Provide technical assistance to Pact staff related to the implementation of financial policies and procedures as needed.

Job Description

- Work closely with Program teams to ensure proper management of program funds.
- Prepare and submit Funds Transfer Requests to Pact's office in DC and make sure that cash projections cover expenditures for the following months and to make sure that cash balance amounts reserves are not higher than the two-week threshold.
- Oversee aging advances and make sure that staff comply with the established policies and procedures
- Oversee payments, petty cash, receipts, and journal entries for payment or posting in the general ledger. This includes ensuring that all the entries are allocated to the right projects and expense accounts and supported by appropriate source documents.
- Oversee monthly payroll for all Pact staff and ensure that staff salaries are correctly calculated based on times allocated for each project.
- Ensure the fulfillment of all statutory tax requirements.
- Review monthly financial reports for accuracy, consistency and in accordance with the established field financial report submission procedures.
- Ensure all significant financial issues are communicated to Pact DC's Global Finance team and that all follow-up is performed as requested.
- Manage cost share funds.
- Provide support as needed for both the Pact global audit and local office audits & and monitoring reviews.
- Serve as a liaison to local financial institutions.
- Liaise with the Country Representative and Pact head office/DC office on all financial matters.
- Oversee all subgrants and subcontracts (if exist), ensuring compliance with grants and contract policies and procedures, supporting the full cycle of sub-grant/sub-contract management activities, including solicitation, administration, modification of agreements, and closeout, conducting the pre-award assessments and monitoring/compliance visits

HR and Office Administration:

- Oversee human resources management, including the recruitment and hiring process, staff training and development, staff performance review, and general personnel management.
- Oversee general office administration and procurement management for Pact office and project operations including tendering, selecting, and contracting for goods and services.
- Monitor Pact vehicle/s and all fixed assets. Ensure hygiene and safety at Pact office.
- Make sure Pact's MOU registration and expat's visa, if applicable, are active and up to date.
- Oversee IT system and safeguard Pact data on cloud system with stable connectivity.
- Manage report and support document file retention and ensure that it is well safeguarded.

Other tasks:

- Work closely with the proposal development team and the Business Development (BD) team at Pact's office in DC to prepare and develop budgets to be submitted to donors for current as well as for new project proposals.

Employee complies with all company policies and procedures, including completing all compliance training topics by the deadline to satisfy each and receiving the corresponding acknowledgment statement that the training has been completed.

All other duties as assigned

Core Competency	Observable Behavior that Demonstrates the Competency
Respect	Always maintains a respectful workplace by modeling respectful behavior, supporting diverse employees' opinions and ideas, offering and encouraging praise, and tactfully building consensus. Reports and responds to complaints of harassment, discrimination, and hostile work environment. Creates a climate of accountability and learning.
Integrity	Earns others' trust and respect by doing the right thing and by being honest, professional, accountable, and transparent as appropriate in all interactions. Upholds commitments while treating everyone appropriately. Decisions and actions reflect core values.
Inclusion	Fosters enthusiasm and engenders mutual trust, honesty, and respect. Creates an open, cooperative, and productive environment by including diverse people and viewpoints and building interpersonal relationships. Listens actively, considers others' concerns, and effectively adjusts own behavior as needed. Maintains productive work relationships and equity through awareness of social identities and providing a safe space for open discussion. Continually advances relevant knowledge and skills.

Note: See a detailed list of exemplary Core Competency behaviors attached at the end of this document.

Minimum Requirements

Education and Experience:

At least Bachelor's degree and 6+ years relevant experience or equivalent combination of education and experience, including 2 years of management experience.

Other local education and experience:

Additional Qualifications:

- Ability to work and quickly adapt in a complex environment. Strong training delivery, communications, and personnel management skills.
- Strong knowledge of USAID rules and regulations related to contracts and cooperative agreements; working knowledge of OMB Circulars and Code of Federal Regulation.
- Strong knowledge and experience in compliance of Cambodian laws and regulations.
- Experience in staff supervision and Fluency in English are preferred.

Preferred Qualifications:

- Experience working on USAID contracts and cooperative agreements. Be able to international and domestic travel preferred.
- Proven capacity to design and deliver a range of training and technical assistance in budgeting, financial management, and procurement management.

Job Description

- Demonstrated strong knowledge and experience using the computer accounting system (Serenic BC, QuickBooks), and advanced excel spreadsheet preferred.

Unique/Specialized Job Requirements

PACT HAS THE RIGHT TO MODIFY, INTERPRET OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE JOB REQUIREMENTS ABOVE ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.

PACT DETAILED CORE COMPETENCY BEHAVIORS BY JOB GROUP AND LEVEL: M2

M2	
Respect	<ul style="list-style-type: none"> • Maintains a respectful workplace by modeling respectful behavior and speaking up when disrespectful or inappropriate behavior occurs. • Fosters and encourages a respectful, diverse, equitable, and inclusive work environment, and articulates the importance to internal and external stakeholders. • Offers praise when warranted and encourages praise and recognition among employees, as well as from supervisors. • Encourages an environment where employees can express opinions and ideas and encourages, collaborates, and supports in implementing them. • Creates a climate of accountability and learning. • Responds to and reports all complaints of harassment , discrimination, or a hostile work environment. • Builds consensus by making one’s case tactfully, especially when dealing with difficult situations.
Integrity	<ul style="list-style-type: none"> • Earns others’ trust and respect through consistent honesty and professionalism in all interactions. • Respects and maintains confidentiality. • Tells the truth and is honest in all interactions. • Keeps promises and commitments made to others. • Does the right thing, even when it is difficult. • Does not yield to pressure to show bias or manipulate others. • Avoids situations and actions considered inappropriate or that present a conflict of interest. • Adheres to a set of core values that are represented in decisions and actions. • Takes responsibility for own work, including problems or issues. • Shares appropriate information openly, fairly, and honestly to maintain transparency.
Inclusion	<ul style="list-style-type: none"> • Builds understanding by identifying underlying attitudes and differences and responds constructively; phrases ideas in a way that avoids adverse or antagonistic reactions. • Fosters enthusiasm and engenders mutual trust, honesty and respect. • Understands and includes diverse people and viewpoints. • Promotes a respectful, diverse, equitable, and inclusive work environment. • Seeks regular input to better understand diversity, equity, and inclusion issues. • Engages in ongoing self-reflection and continues to advance related knowledge and skills. • Listens actively, considers people’s concerns, and helpfully and effectively adjusts own behavior. • Demonstrates attentiveness when engaging in projects, assignments or when interacting with people from different backgrounds. • Maintains productive work relationships and demonstrates awareness of one’s own and others’ social identities and relevance in the workplace while considering multiple perspectives.

M2	
	<ul style="list-style-type: none">• Creates a consistently equitable environment by constructing a safe space for engaging in difficult conversations.• Builds an open and cooperative atmosphere by exhibiting a clear motivation to engage others, thereby avoiding unintentional exclusion.