



Finance & Admin Officer (FAO) and Program Coordinator (PC) with **Action for Environment and Communities**

Description

Action for Environment and Communities (AEC) is a non-governmental organization and non-profit organization working to promote livelihood, gender and human right at grassroots communities. AEC was established since 1998 and registered with Ministry of Interior on 2005. AEC help socio-economically disadvantaged rural communities improve their life situations through support for advocacy, capacity building of community-based organizations, and short and medium range livelihood development, in partnership with local communities, relevant government institutions, local and international NGOs and other voluntary organizations. Through financial support of various donors, AEC is seeking for qualify person to hold the position of **Finance and Admin Officer (FAO) and Program Coordinator (PC)**.

Finance and Admin Officer (FAO)

- **Salary range and benefit:** USD 300 – 360, plus pension fund, insurance, health care, and phone card.

Program Coordinator (PC)

- **Salary range and benefit:** USD 500 – 560 plus pension fund, insurance, health care, and phone card.

Positions

Finance and Admin Officer (FAO)

- **[APPLY NOW](#)**
- **Category:** Accounting / Finance
- **Location:** Kampong Chhnang
- **Schedule:** Full-time

Program Coordinator (PC)

- **[APPLY NOW](#)**
- **Category:** Research / Development
- **Location:** Kampong Chhnang
- **Schedule:** Full-time

Duties + Requirements

Finance and Admin Officer (FAO)

Duties

- Position Summary:
 - The main role of the FAO is to ensure effectiveness and efficiency of all financial transaction and financial documents with in the program and policy of AEC. The principal accountabilities are:
 - Ensure all accounts are kept in accordance with accounting principles advocated in

- Financial Rules and Sub-rules.
- Ensure expenditures are made in accordance with the AEC rules and procedures.
- Prepare periodic statement of accounts including audited and un-audited financial statements
- Maintain database to track payments and maintain documents of all payments.
- Prepare withdrawal applications and maintain their records.
- Prepare books of account, vouching, maintaining ledgers and cash book.
- Any other responsibility assigned by the Line Manager

Requirements

- Minimum Qualifications
 - Education:
 - Bachelor's degree or equivalence education on Accounting, Finance and Banking, and other relevant fields.
 - Experience:
 - 1-2 years experiences on financing
 - Understanding on project management
 - Work under-pressure
 - Time management to meet deadline, flexibility and be able to work on the weekend as necessary
 - Willing to work and stay overnight at the villages
 - Demonstrated experience in the area of mentoring, supervision and learning
 - Demonstrated experience and ability in report writing
 - Skills:
 - Computer literacy on Quick Book, and other program of accounting
 - Communication and interpersonal skills
 - Conflict resolution skill
 - Team work
 - Facilitation skill
 - Other:
 - Good at spoken and written English language
 - Computer literacy on Microsoft office, word, excel, power point, internet and e-mail
 - Willing to work with communities

Program Coordinator (PC)

Duties

- Position Summary:
 - The main role of the PC is to ensure effectiveness and efficiency of all organization management, program management and program implementation with in the program and policy of AEC. The principal account abilities are:
 - Coordinate the general execution of the program's activities, including the supervision of the program staff
 - Draft and supervise the execution of all performance contracts
 - Ensure coordination support for the program; facilitate information sharing
 - Coordinate activities amongst program stakeholders and within target areas of AEC
 - Ensure that the administrative and technical processes are carried out in conformity with the agreed standards and policies
 - Be responsible for orderly operation of the program in line with established procedures and within established budget
 - Undertake actions necessary for the timely execution of the contractual conditions set out in the contract between donors particularly actions relating to the financing of the program
 - Produce annual work plans and obtain the endorsement of the Project Director before submitting to donors
 - Prepare semi-annual and other progress reports as required by donors
 - Submit monthly internal reports to the Director on the status of the assigned, delegated and designated duties
 - Prepare quarterly internal progress report
 - Plan, coordinate and/or carry out the follow up, control and evaluation aspects of the

- program with the objective of achieving the expected results and quality.
- Undertake such travel as may be required from time to time in connection with program execution
- Networking with other NGOs, community networks, national and international network
- Organizing community network at village, commune, district and region level

Requirements

- **Minimum Qualifications**
 - **Education:**
 - Bachelor's degree or equivalence education on Community Development and other relevant fields.
 - **Experience:**
 - Organizational development
 - Human resource development
 - Community organizing
 - Work under-pressure
 - Time management to meet deadline, flexibility and be able to work on the weekend as necessary
 - Willing to work and stay overnight at the villages
 - **Skills:**
 - Communication and interpersonal skills
 - Conflict resolution skill
 - Team work
 - **Other:**
 - Fair at spoken and written English language
 - Computer literacy on Microsoft office, word, excel, power point, internet and e-mail
 - Willing to work with communities

Application Information

Interested candidate please send CV and Cover Letter via our e-mail or visit AEC address below.

Closing Date

30-Apr-2015

Contact Details

Address Mongbarang village, Sangkat P'e Kompong Chhnang, Kampong Chhnang City, Kampong Chhnang : province, Cambodia.

Name : Action for Environment and Communities (AEC)

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