
JOB DESCRIPTION

JOB TITLE: Finance Manager (FM)
UNIT: Administration & Finance Unit (AFU)
RESPONSIBLE TO: Leadership Team
SUPERVISES: Finance Officer and Logistics Officer
SALARY RANGE: Levels 10 - 12 on the VBNK Salary Scale

DESCRIPTION: VBNK is a dynamic Cambodian learning organisation working with a wide range of civil society, public and private sector organisations to create, adopt and disseminate innovative capacity development approaches that contribute to positive social change.

The FM is a key member of VBNK's Management Team (MT) and contributes to the overall mission of VBNK by ensuring high performance, legal compliance, and ethical integrity in all matters to do with finance and procurement; and by guiding the organisation on all issues related to its administrative support and control functions. The FM is the senior person in the AFU and is therefore responsible for the sustainable capacity development of the unit's Cambodian personnel.

CONTRACT STATUS: Unspecified duration following successful completion of a 3-month probation period

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. General

- Ensure that VBNK's Policies and Procedures for Finance are appropriate, kept up to date, and implemented in accordance with VBNK's Vision and Mission, Cambodian laws and donor requirements.
- Provide VBNK management, Board and donors with adequate information and reports on financial matters to ensure sound and timely decision making. Respond to queries and requests for information as required.
- As a member of the VBNK Management Team (MT), participate in regular MT meetings and contribute to the overall development, implementation and review of the VBNK Strategic Plan and other necessary organisational processes.

2. Finance:

- Ensure accurate and transparent accounts through compliance with VBNK's Financial Policies and Procedures
- Develop organisational budgets to support implementation of approved annual plans
- Develop project budgets, in collaboration with Programme Unit staff
- Ensure effective cash flow management, using appropriate financial monitoring and analysis tools, and take necessary actions to avoid short- or medium-term shortages
- Monitor the exchange rate to ensure that the management team is aware of any fluctuations that could impact on budgets, plans and cash flow

- Ensure VBNK's compliance with donor reporting and budgets through the timely and effective completion of all donor requirements for reports, budget requests, audits, and anything else required in the contracts
- Initiate internal finance investigations when appropriate
- Ensure that VBNK's external auditing requirements are met
- Manage the work of the Finance Officer

3. Related Administration Responsibilities:

- Oversee the work of the Logistics Officer to ensure that the VBNK Financial Policies and Procedures are followed for activities such as procurement, transport, travel arrangements and service contracts.
- Ensure the adequate functioning and availability of VBNK's assets, as well as safeguarding and ensuring cost effective use of resources, through effective internal controls
- Monitor government laws and regulations on matters such as tax, staff benefits, etc., and liaise with government ministries, CCC and any other relevant agencies as needed to ensure VBNK is compliant with all legal requirements for NGOs

4. Project Support:

- If requested by the Executive Director or senior programme staff, support the PU in any relevant tasks arising from the delivery of projects, especially on matters related to disbursement of project budgets.

5. Any other reasonable task requested by the Executive Director and VBNK's Board.

Required qualifications, experience and key competencies:

- A recognised accounting qualification
- A minimum of 5 years relevant experience, of which three years must be in the position of senior financial management, preferably in the NGO sector.

Proven skills and experience in:

- Managing organisational level accounts for multiple projects and donors (including USAID); including working with the QuickBooks accounting package, and providing regular financial analysis and reports for management along with ensuring systems are updated when required
- Ensuring efficient and effective functioning for procurement and service contracts
- Monitoring government laws and requirements for NGOs, and ensuring full internal compliance

Key competencies:

- High level of spoken and written English language skills
- A high level of self-organisation, with the ability to work under pressure and to tight deadlines, and deal with problems by identifying workable solutions
- Ability to promote a fair equitable and inclusive workplace, being a role model for ethical and transparent adherence to all of VBNK's values