



Finance Officer with Trailblazer Cambodia Organization (TCO) Siem Reap based Deadline: 19, January 2024

Trailblazer Cambodia Organization (TCO) is a local non-governmental, non-profit organization registered in 2008 and led by Cambodian Agriculture and Rural Development specialists. Board members, fundraisers, advisors, the management team, and staff have extensive experience working with Agriculture, fisheries, Aquaculture, Community development, natural resource management, education, and Water Sanitation and Hygiene (WASH) sectors. We promote community-based natural resource management and teach target groups to become self-sustaining. TCO seeks out additional support for vulnerable groups, such as women and children, who are often marginalized in traditional development systems. Our vision is: "Every family will be able to live life in all its fullness". In order to achieve our vision, TCO got its mission to contribute to the alleviation of poverty in our target areas of Cambodia and improve the overall quality of life for the families who live there. Our values are: High degree of Commitment; Honesty; Responsibility; and Respectfulness.

Operationally, TCO focuses on knowledge dissemination and creating sustainable, local development models that can be successfully replicated in other areas. Functioning locally, rather than nationally, may seem low impact, but makes sense in the political and developmental context. TCO has been in partnership with organizations such as USAID, EU/IFAD, AFD, UNDP, Rotary International, WorldFish Center, ESB, EFF, SNM, APDRA, IRD, CIRAD, and generous individual donors.

TCO is seeking for qualified candidates to fill the following positions:

Position: Finance Officer, 1 position
Category: Supervisory, Management.
LOCATION: Siem Reap, Cambodia
CONTRACT TYPE/ DURATION: Fixed-term appointment
Salary: Negotiable

Key Responsibilities:

Financing works:

- Plan, organize, and execute financial tasks and projects of the organization.
- Ensuring that all financial transactions follow established policies and procedures;
- Make estimates of funds required for the short and long-term financial objectives of the organization.
- Complete financial reports, lead the month-end closing process and conduct monthly financial forecasts.
- Ensure that monthly bank/ cash reconciliations are performed in accordance with the procedure and total balance reconciled is performed in according with the guideline;
- Work with Program Coordinator and Project Officers as well as Executive Director to review a monthly and quarterly budget plan versus actual expenditure;
- Monitor and support Data Information System (DIS);
- Keep the Executive Director informed as to the working balance available in all TCO accounts.
- Oversee budget plan, monitor spending, and process payroll and other expenses.;
- Maintain and update donor-related documents and records;



- Review tax payment of NGO before submitting to the Executive Director 's approval and remitting to the tax department;
- Prepare annual financial report for the Executive Director to review before submitting to the Ministry of Economic and Finance and Ministry of Interior;
- Be a part of the fundraising team;
- Perform other tasks assigned by the Executive Director as well as other auditors.

Qualifications:

- Bachelor's degree in business administration, management, or a related field;
- At least 3 years of professional experience in the financing.
- Strong problem-solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Ability to plan for and keep track of multiple projects and deadlines.
- Self-motivated and ability to work independently as well as part of a team;
- Ability to work under pressure and meet tight deadlines.
- Excellent spoken and written Khmer and English abilities.
- Strong work ethic and demonstrated accountability
- Proficiency with computers, especially MS Office and System Quick book is a must.

Application Instructions:

Submit a cover letter, CV, and relevant certificates to our human resource department as follows:

Email: info@tco-cambodia.org , malibopha@tco-cambodia.org

Phone: 017 574 200 or 096 275 3699

Website: www.tco-cambodia.org

Office address: Kouk Thlok Village, Kankaek Commune, Prasat Bakong District, Siem Reap Province, Kingdom of Cambodia, Closing Date: 19 January 2024

CAMBODIAN NATIONALS ONLY! Women are encouraged to apply. Only shortlisted candidates will be contacted.