



Accounting Assistant with Trailblazer Cambodia Organization (TCO)_Siem Reap based_ Deadline: 31, 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". To achieve our vision, TCO has 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 qualified candidates to fill the following positions:

Position: Accounting Assistant, 1 position
Category: Accounting and Finance.
LOCATION: Siem Reap, Cambodia
CONTRACT TYPE/ DURATION: Fixed-term appointment
Salary: Negotiable

Key Responsibilities:

Accounting works:

- Data entry and bookkeeping of all accounts into the Accounting System and templates in line with legislative, organizational, and donor requirements
- Keep accurate records for all daily transaction
- Provide support for financial and inventory management
- Maintain accounts payable and accounts receivable systems fairly and transparently for all grants/projects and conduct daily/monthly reconciliation.
- Check and support the project/field team in preparing, consolidating, and reviewing requests and expenditure submission
- Oversee management of the petty cash system
- Prepare monthly reconciliation for bank statements and other accounts;
- Prepare invoice, receipt, and payment vouchers;
- Prepare procurement process with support from ED/PM/PC/FO/AO
- Maintain an efficient accounting filing system



- Going to the bank to deposit cash, cheque, and other requirements;
- Assist in budget preparation and management activities
- Occasional travel to target project sites to monitor the financial operation of projects
- Assist ED/PM/PC/FO/AO in preparing data for donor reporting
- Other tasks as assigned by PM/PC/FO and Executive Director.

Qualifications:

- University Student in Accounting, business administration, management, or a related field;
- At least 1 years of professional experience in the financing.
- 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, Kandkaek Commune, Prasat Bakong District, Krong Siem Reap, Siem Reap Province, Kingdom of Cambodia, Closing Date: 10 March 2023

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