



## ASEAN REGIONAL MINE ACTION CENTER

### POSITION DESCRIPTION (PD)

#### Position Description

<b>Country:</b>	Cambodia
<b>Office Location:</b>	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
<b>Position Title:</b>	Accountant
<b>Reporting to:</b>	Technical Officer of Corporate Affairs (TOCA)
<b>Responsible for:</b>	Processing and monitoring payments and expenditures; preparing payroll and taxes calculation; maintaining the books of accounts; preparing accurate monthly, quarterly and annual financial statements; and carrying out internal audit; in line with ARMAC Guidelines, Policies and Manuals.

#### Job Purpose

- To provide financial, administrative and clerical services such that their operation is accurate, effective, and efficient.
- To carry out internal audit.
- To comply with the ARMAC's financial, admin and ICT, procurement, assets management, project management and human resources guidelines, policies and manuals.
- To ensure that the ARMAC's internal control systems are followed
- Protecting the ARMAC assets from unauthorized handling, inappropriate use, safeguarding from theft or loss of the asset to ensure that those responsible for acquiring, recording, inventorying, maintaining, and disposing of assets both capital and non-capital understand and adhere to the rules, regulations and procedures governing such assets.

#### Key Tasks and Responsibilities

##### Ensure that finances are maintained in an effective, up to date and accurate manner:

- Ensure the funds are spent in accordance with the approved budget, restrictions, and instructions agreed upon with the donor and development partners to ensure proper accountability and transparency.
- Ensures that the accuracy of arithmetic computation in all areas of financial transactions such as bills and invoices, payrolls, journals etc. is accurately verified.
- Maintain petty cash, safeguard and update assets, office equipment and office supplies and filing systems.
- Ensure that cash management is maintained to assure the safety of the liquid assets, provide cash for operational activities, obtain the best banking services, speed up collection of cash,

deposit of incoming cash, control over payment methods, and eliminate idle cash balances lying in a safe or bank account(s).

- Prepare, print and have TOCA approved and ED authorized monthly financial reports complying with ARMAC's financial reporting checklist.
- To do spot check/ financial and operations reviews and provide timely report on key findings.
- In consultation with TOCA, to provide external auditor evidence, explanation, and required supporting documents for their best judgement, and to work with TOCA to ensure the auditor's recommendations are implemented with applicable timeframe.

**Ensure allowances and salaries are paid in accordance with ARMAC guidelines and policies and national laws in an accurate and timely manner.**

- Establish and maintain confidential personnel files.
- Calculate allowances, benefits, salary, taxes and deductions.
- Verify payment amounts, hours of work, deductions, etc.
- Distribute allowances and salaries, timely and accurately.

**Provide administrative support in order to ensure effective and efficient operations**

- Review and verify travel expense claims/settlement.
- Establish certain standards for organizing and maintaining filing system for financial records procurement, logistics and human resource documents.
- Ensure the confidentiality and security of all financial, employee and volunteer files.
- Prepare travel and accommodation instructions and travel advances for staff. Other work-related duties and responsibilities that may be reasonably assigned by TOCA.

**Conduct internal audit**

- Conduct internal audit on an annual basis or as directed by the Executive Director.
- Prepare internal audit report incorporating findings, implications and recommendations.

## Qualifications

<b>Education:</b>	Required	Preferred
Minimum of Bachelor Degree in Business Administration /Finance/ Auditing	✓	
Professional qualification in chartered certified accountant		✓
Good command of English (Reading, Writing, Speaking, Listening, and comprehension)	✓	
<b>Experience:</b>		
Minimum of 3-year experience in accounting/finance/ tax process and procedures	✓	
Previous experiences with NGOs or INGOs or inter-governmental organization.		✓
Experience with logistics, procurement, administration, human resource or audit.		✓
<b>Skills:</b>		
Proven skills in accounting, bookkeeping, finance and internal control system (ICS)	✓	
Ability to read and write English (Effective verbal and listening communications skills)	✓	
Willingness to learn new things and able work under pressure.	✓	
Good team player with strong interpersonal/communication skills.		✓
Analytical and problem-solving skills.	✓	
Time management and decision-making skills.	✓	
Very effective organizational skills, attention to detail and high level of accuracy.	✓	
Computer skills including the ability to operate computerized accounting, MS. Office, and email at a highly proficient level.	✓	
Stress management skills.		✓
<b>Competencies:</b>		
Knowledge and understanding of internal audit, ICS, bookkeeping, finance, office administration, procurement, logistics, HR procedures.		
Knowledge of accounts payable, accounts receivable and modified cash basis.		
Ability to produce report on internal audit/ reviews/ spot check and maintain confidential files.		
Ability to maintain a high level of accuracy in preparing and entering financial information.		

