



អង្គការសហការ
INTERNATIONAL
COOPERATION
CAMBODIA

Job Opportunity
Position: **Administrator**

International Cooperation Cambodia (ICC) is an innovative Christian development organisation committed to serving the least-served across the Kingdom of Cambodia.

ICC Village Integrated Development Project (ICC-VIDP Project) inspires and equips the local leaders and communities with a vision for having a better quality of village livelihood by empowering the communities wholistically using their own reassures. ICC-VIDP Project is seeking a qualified Cambodian national to fill in the following position:

Administrator - based at the ICC-VIDP Project office in Phnom Penh

Summary of position:

This is a full-time position, to ensure that the finance/accounting and general administration are in order.

Areas of Responsibility:

A. Finance/Accounting:

1. Keep up with the “day to day” accounting, and enter all expenses in VIDP accounting system.
2. Pay all expenses/bills according to the receipts and cash advance that has been approved by the Project Manager.
3. At the end of every month settle all invoices, cash advance and enter in accounting system.
4. Close the account at the end of the month in the accounting system.
5. Provide monthly, six month and 12 month report up on request from the project manager.

Handle petty cash:

6. Request new petty cash from the ICC head office at the end of every month.
7. At the end of every working day count the petty cash and make sure its balance in the petty cash.
8. Conduct cash count at the end of the week and month and cash count result should be documented in a cash count sheet.
9. Collect receipt and attach to the voucher and at the end of the day make sure they add up with the petty cash and total accounting.
10. Make sure VIDP always have petty cash on hand for monthly expance (according to the monthly plan of each staff).

B. Administrative:

1. Be responsible for an efficient filing system (hard copies and soft copies):
2. Maintain the filling system and improve if needed.
3. Keep the logbook for motorbike and truck in order.
4. Assisting logistic for training/workshop and conference.
5. Arrange/inform and taking notes for project team regular meeting and other meetings up on requested.
6. Typing documents in Khmer/English as needed.

7. Provide day to day administration/logistic (buying office stationeries, photocopy of document, look after the office environment, etc.)
8. Record staff absent.
9. Translation from English to Khmer and from Khmer to English
10. Receive visitors and guests in a good manner, inform the staff that the guests/visitors intend to meet and ensures that the meeting is well coordinated and facilitated.

Authorities and relationships:

- VIDP Administrator has to report on all matters to Project Manager.
- Work willingly cheerfully and harmoniously with other staff, and behave at all times in a polite and responsible manner, demonstrating loyalty and honesty to the ICC-VIDP project.
- Treat all correspondence and documents confidential.
- The administrator will not pay unapproved bills/receipts.
- Attend some training as needed.

Qualifications and requirements:

- Bachelor degree and/or work experience in accounting and finance.
- Able to work as a team.
- A Christian that has maturity, integrity, honesty and excellent work ethics.
- Good interpersonal skill.
- Good administration skills.
- Good spoken and written Khmer and English.
- Good computer skills: Word, Excel, Peachtree or Quick book.
- Ability and willingness to follow and apply ICC's Christian values.

Salary range: USD255 – USD355 plus benefits

Submission of Applications

Interested candidates should send **CV and a full written ICC's application** with contact information, no later than **21st February 2018** to: ICC Head Office, #7B₁, SOLA street 371 (path 4), TRAPANG CHHOUK village, TOEK THLAR commune, SEN SOK district, Phnom Penh, Cambodia. Office phone: +855 (0)92 469 934 or Email: vidp_pm@icc.org.kh

Application forms are available at the ICC website:

<http://www.icc.org.kh/opportunities.php> or the ICC Head Office. **A CV will not be accepted as an application form.**

Only short listed candidates will be contacted. The successful candidate will be required to fully comply with the ICC national staff policy manual, as well as ICC child protection policy.