

Finance Officer

Background:

DanChurchAid (DCA) has been supporting programming in Cambodia since 1979, having opened office country 1997. DCA currently supports 24 local partners, whose interventions contribute to DCA's thematic global goals, viz., 'Save Lives', 'Build Resilient Communities', 'Fight Extreme Inequality'. Current Country Programme covers a four-year timeframe (2023-2026) and DCA Cambodia is implementing it as a single programme centred around a Theory of Change (ToC), which was developed with partners' input.

The Country Programme has a strong focus on realising change through empowerment of individuals and communities. The basis of the programme theory of change is that economic empowerment is a starting point of civic engagement; hence the programme tries to address livelihood improvement for all communities included in its projects. DCA is a rights-based organisation, which underpins the Cambodia country programme approach, with the belief that respect for human rights is a prerequisite for sustainable development. In all its work, DCA places a high value on partnership and innovation.

Job summary:

This position is responsible for ensuring smooth implementation of project accounting activities, including (but not limited to): timely and accurate financial report, partner review, donor compliance, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of donor financial reports as needed and mandated by contract term. The benefit package is applicable to employee based in Cambodia.

Regardless of the content of this job description, the employee may perform any other duties necessary for the Organization as requested by the supervisor at any suitable time.

Duration of Contract: From 1 September 2026 to 31 March 2027, on a fixed-term basis to cover the maternity leave of a current DCA Finance Officer.

Main Responsibilities:

- Oversee the preparation of all financial statements, invoices, proposals, etc as required.
- Ensure that financial transactions are properly updated and recorded in the system.
- Verify accuracy and compliance of expenses and reporting.
- Develop and maintain an expertise on DCA's financial reporting platform, Maconomy.
- Imply financial oversight and control mechanisms and procedures to ensure that all projects, including partner expenses, are in accordance with donor financial policies, procedures and country rules and regulations.
- Facilitate timely, accurate month-end closing, cash requests and cash reconciliations related to the project and partner fund transfer.
- Support financial closing processes with the project reporting guidelines to ensure organize, complete, and transparent financial reports are delivered to donors and HQ; these will also be complete in accordance with DCA's month-end closing schedule.
- Support in the project audit process, in providing timely information and responses.
- Build and develop meaningful and effective relationships and communication with partners at all levels.
- Regularly prepare and present financial reports, analyses, and recommendations concerning relevant financial issues.
- Maintain project financial filing systems to ensure complete and organized accounting files.
- Review and support financial aspects of contract execution of local sub-implementing partners including partner assessment, monitoring review, training
- Provide partner finance teams with information and guidance on financial performance.
- Review partner spending in relation to budgets and develop monthly budget pipelines for donor and partner expenditures.
- Participate with program team for relevant partner meetings, training, workshop, provide update information, join in discussion to reflect and propose ideas for partnership work

Minimum Qualifications Requirements:

- Bachelor's degree in finance, accounting, business administration or a related field.

- Minimum 3 years of progressive experience in finance, accounting, and institutional donor budgets;
- Well organized and attentive to detail; able to create and maintain project financial organizational systems for professional collaboration;
- Excellent interpersonal skills and demonstrated ability to interact professionally with culturally and linguistically diverse team members;
- Ability to work independently and in groups, manage multiple tasks concurrently, and meet deadlines with attention to detail and quality;
- Proficient in MS Office (Word, Excel, Access, and PowerPoint) and Adobe Acrobat Pro.
- Proficient in both written and spoken English
- Ability to read and understand guidelines on compliance and accounting regulations;
- Ability to build partners' capacities on financial systems and technical skills;

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.