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**Arbitration Council Foundation**

### **JOB & Person Specification**

- I. Job title:** MANAGER OF FINANCE & ADMINISTRATION (MFA)
- II. Department:** Finance and Administration Department (FAD)
- III. Location:** Arbitration Council Foundation (ACF) office, Phnom Penh
- IV. REPORTING:** The MFA reports to the Executive Director of ACF, and is a member of the ACF Executive Management Team (EMT)
- V. Work hours:** The MFA will work full time (40 hours per week) from Monday to Friday::

**Morning:** 8:00 am to 12:00 pm

**Afternoon:** 1:30 pm to 5:30 pm or 2:00 pm to 6:00 pm

Due to the nature of the work and the executive nature of this position, ACF personnel are sometimes required to work outside normal hours because of necessary hearings or meetings. For this reason, the MFA is expected to be flexible and may be required to work outside of normal hours.

#### **A. Organisational Background**

The Arbitration Council (AC) is internationally and nationally recognised as Cambodia's premier labour dispute resolution body. A national institution for resolving labour disputes and provided for under the Labour Law (1997), it is supported by the Ministry of Labour and Vocational Training, employers and unions.

The Arbitration Council Foundation (ACF), a registered not-for-profit foundation, provides technical, legal and management support to the work of the AC. The ACF has personnel working in teams as follows: Executive Management; Legal Services; Training & Communications; Finance & Administration; and Monitoring & Evaluation.

### **VI. DUTIES AND RESPONSIBILITIES**

The MFA is a senior role within the ACF and, as a part of the EMT, will assist in the management of the ACF, including the initiation and development of strategies, policies and tools to ensure the financial and institutional sustainability of the AC/F as well as providing strong support to enhance good governance and ensure the AC/F is a model institution in Cambodia.

In consultation with the Executive Director, and working in collaboration with the management team, the MFA is responsible for key aspects of the internal management of the ACF to ensure it consistently achieves its organizational and the overall management of the FAD including the supervision and performance management of FAD personnel.

There are four core areas in which the MFA is expected to deliver high quality results and for which s/he has overall responsibility:

Core Responsibility 1: Accounting and Financial Management

Core Responsibility 2: Operations, Policies and Management System

Core Responsibility 3: Human Resource Management and Professional Development

Core Responsibility 4: Communications and Sustainability

## **1. Financial Accounting and financial Management**

### **1.1. Financial Accounting and Reporting:**

- Implement accounting systems which ensure that ACF uses its finances in a sound and accountable manner according to accepted accounting standards and ACF's requirements. This includes developing a chart of accounts, managing cash, maintaining assets register, preparing reconciliations.
- Oversee all entries to computer accounting systems.
- Regularly conduct audit trial to ensure the transactions are correctly entered and take immediate action if corrections are required.
- Ensure sound management and financial systems are implemented which ensures that ACF maintains the highest standards of honesty and efficiency and which meet the Cambodian financial reporting standard regulations and its new/updated regulations.
- Prepare monthly, quarterly and annually financial reports.
- Ensure taxes are paid according to Cambodian law and its new regulations.

### **1.2. Financial Management**

- Responsible for all matters relating to financial resources and expenditures.
- Develop & maintain sound financial practices, monitor project expenditures, manage cash flow and prepare cash-flow forecasts.
- Develop revenue projections and prepare budgets including annual budgets, monthly budgets, and budgets for proposals to donors.
- Monitor the expenditure and resources of the Foundation and ensure that the Foundation operates within budget guidelines.
- Complete monthly accounts and quarterly and annual reports in a timely fashion and ensure that an annual external financial audit is conducted.
- Monitor the Foundation's financial performance.
- Establish performance measures to assess the financial and operational performance of the Foundation.

## **2. Operation & Administration Policies, and Management Systems**

### **2.1. Operation & Administration**

- Under direction of the Executive Director (ED), ensure the Board of Directors (BoD) meeting is organised regularly.
- Ensure Regular Staff Meeting (RSM) is organised to keep staff informed of the developments of the organisation and work related issues.
- Coordinate and communicate with EMT on the reporting schedule to donors and stakeholders.
- Coordinate/assist ACF departmental cooperation for projects
- Coordinating the schedule of all ACF activities to ensure coherence and to avoid time conflicts

- Keep up to date with the relevant laws and regulations affecting the operation of the ACF and ensure relevant changes are applied.
- Keep the ED informed of all relevant legal, financial and operational aspects of ACF and the Arbitration Council.
- Implement administrative and office systems which provide a well-organised, efficient, and harmonious office.
- Implement effective systems for record keeping and for protecting and maintaining data.
- Ensure ACF complies with relevant labour laws and prakas.
- Ensure official documents and legal instruments are properly executed, and that records, documents, and data are securely and properly maintained.

## **2.2. Policies**

- Create and update financial policies and procedures.
- Ensure that ACF has written administrative and operational policies and procedures in place.
- Be responsible for the update of the policies and procedures.
- Ensure the policies are updated and align with the donor's policies and procedures.
- Ensure that staff adheres to the policies and procedures.

## **2.3. Management Systems**

- Ensure that the ACF's IT systems operate effectively and take responsibility for basic IT system administration such as server system, emailing work properly, computer system.
- Maintain ACF's accounting software programs, and ensure that appropriate payroll software is installed and maintained.

## **3. Human Resource Management and Professional Development**

### **3.1. Human Resources Management**

- Ensure the quality of work remains high, through recruitment, ongoing professional development and retention of AC/F personnel and by maintaining a work climate that attracts, keeps and motivates a diverse range of quality staff.
- In consultation with EMT, MFA develops a long-term plan regarding human resource management.
- Ensure all staff, consultants & volunteers have contracts and/or job descriptions; regular performance evaluations are held and sound human resource practices are in place.
- Ensure that appropriate policies and procedures are in place to guarantee that ACF complies with the Cambodian Labour Law and relevant regulations.

### **3.2. Professional Development**

- Work closely with EMT to assess the professional development for staff based on needs and professional competency.
- In consultation and coordination with EMT, MFA will organise and/or conduct in-house training.

- Ensure the staff professional development plan is included in the annual work plan and budget.

#### **4. Communications and Sustainability**

##### **4.1. Internal and External Communications**

- Where required, be a core member in coordination with the relevant stakeholders.
- Work and communicate directly and constructively with potential and existing donors.
- Prepare and review reports to donors and ensure that such reports are completed in a timely fashion in accordance with donor funding guidelines.
- Coordinate and be responsible for audited financial statements, including ensuring that external auditors conduct their annual review of ACF's accounts in a timely manner.

##### **4.2. Timely Reporting to Stakeholders**

- Under the direction of the ED and in consultation with EMT, develop and publish an annual report which includes a summary audited financial statement.
- Under the direction of the ED and in consultation with EMT, ensure that ACF provides appropriate, accurate, and timely reporting to donors.
- Under the direction of the ED, ensure the timely selection of an external auditor in order to submit the auditor's report to donors and stakeholders on time.

##### **4.2. Sustainability**

- In close collaboration with the ED, the MFA will work closely with EMT members to formulate and implement strategies relating to AC/F institutional development, including integrity of process and quality of work to ensure continuous quality improvement to the system and substantive work of the AC/F.
- Lead assessment of ACF financial management system
- Provide support to the ED to ensure integrity of the financial management
- In consultation with the EMT, MFA will develop short, medium and long term financial planning for ACF in line with the financial sustainability strategy.
- In close collaboration with the EMT, MFA is to contribute to ensure the quality of work remains high, through the recruitment, ongoing professional development and retention of AC/F personnel and by maintaining a work climate that attracts, keeps and motivates a diverse range of quality staff.
- Provide support to the ED to ensure the financial sustainability of the ACF and through it, the AC.
- Work closely with the EMT team to progress all financial sustainability outcomes developed under the ACF sustainability strategy, annual work plan and other relevant plans

#### **VII. Qualifications**

- Bachelor's degree or higher in finance, business administration, or related fields.

- At least five years of relevant experience in senior or management position in finance, accounting, and administration, with a private, NGO, or public institution.
- Experience in development of budget funding proposal.
- Experience in operating Sun Systems accounting software and advanced Excel.
- Excellent interpersonal relations, organisation, and planning.
- Excellent written and oral communication skills in both Khmer and English.
- High level of resourcefulness and the ability to work under pressure and with minimal supervision.
- Ability to work within a management team in a multi-cultural environment.
- Honest and ethical individual who works to the highest standards of integrity and propriety.

### **Job Advertisement**

The Arbitration Council Foundation seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Manager of Finance & Administration (MFA)**. This is a challenging and rewarding senior position with a high level of responsibility.

#### **1. The responsibilities of the MFA, in coordination with the ACF Management Team and staff, include:**

- overall supervision and management of ACF Finance & Administration Department.
- ensuring sound financial management and financial systems are executed.
- monitoring and updating the Foundation's financial performance and resources.
- preparing budget planning, and budget proposal.
- monitoring and overseeing financial resources and expenditure, including: managing cash flow and preparing cash flow forecasts; ensuring that a chart of accounts, assets register, and payroll are maintained and updated.
- preparing financial report for both internal and external stakeholders.
- managing human resources of ACF, including staff recruitment and maintenance of personnel records.
- creating and updating the financial and other policies under the MFA's portfolio.
- ensuring that the Foundation complies with relevant laws and regulations.

#### **3. The qualities of the ideal candidate include:**

- at least Bachelor's degree or higher in finance, business administration, or related fields.
- at least five years of relevant experience in senior or management position in finance, accounting, and administration, with a private, NGO, or public institution.
- experience in operating Sun Systems accounting software and advanced Excel.
- excellent interpersonal relations, organisation, and planning.
- excellent written and oral communication skills in both Khmer and English.
- high level of resourcefulness and the ability to work independently under pressure, or with minimal supervision.

#### **4. Salary package**

A competitive package of salary and benefits will be provided to the qualified candidate.

#### **6. How to apply for the position:**

The interested candidates are encouraged to obtain detail **job descriptions and required qualifications and skills** via e-mail [jobs@arbitrationcouncil.org](mailto:jobs@arbitrationcouncil.org) or downloaded from the AC website: [www.arbitrationcouncil.org](http://www.arbitrationcouncil.org)

A letter of statement addressing the above **detailed selection criteria** and CV with 3 referees should be sent by mail to the ACF at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh or by the above e-mail address. Please do **NOT** send copies of diplomas or certificates.

We regret that only short-listed candidates will be contacted for an interview. ACF is an equal opportunity employer; women are particularly encouraged to apply. The deadline for applications is **16:00 HRS, 22 August 2017**.