



Strengthening strategic interventions into violent conflict with the overall aim of fostering sustainable peace in the Asia region

VACANCY: Cashier

IMMEDIATE SUPERVISOR: Administration and Finance Coordinator

LOCATION: Siem Reap Office

CONTRACT DURATION: 1 year (minimum)

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The Centre for Peace & Conflict Studies (CPCS) is looking for a **Cashier** to join our **Administration and Finance Team**. The core task of **Cashier** is to support the Senior Accountant and Administration /Finance Coordinator. He/she will assist in maintaining all accounting documents, managing cash on hand, cash on hand record book, withdrawing and depositing cash/checks into the project bank accounts, pay bills, prepare official receipt, and assisting in other relevant duties as necessary.

ABOUT US

Founded in 2008, CPCS is a Cambodian-based non-governmental organisation (NGO) working in the field of peacebuilding and conflict transformation in Asia. Our mission is to strengthen strategic interventions into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

We design conflict transformation initiatives rooted in critical and ongoing analysis that are tailored to the needs of stakeholders within their conflict contexts. Our demand-driven interventions are aimed at influencing Asian peace processes, building capacities for conflict analysis and intervention strategies, and influencing theory, policy and practice through research, learning and publications.

To enhance the sustainability of outcomes, we prioritise long-term accompaniment over one-off programmes, building lasting relationships with key individuals, groups and institutions directly involved in peace processes. These relationships provide a myriad of perspectives on conflict dynamics as well as opportunities to support and strengthen locally led efforts.

New projects are frequently identified through feedback from these partners and are designed to fill identified gaps, strengthen conflict transformation approaches and bring together key actors to develop new strategies for reducing conflict.

CPCS always remains pro-peace in our work, as well as impartial, flexible and transparent, providing resources, as they are required to all parties in their respective peace processes.



MAIN TASKS & RESPONSIBILITIES

- Cash on hand control, record and reconcile all cash and bank transactions (Conduct cash count and bank reconciliation with Senior Accountant on a regular basis)
- Prepare bank transfer and get signature from bank signatories
- Proceed other documents for signature and approval
- Maintain and update all bank accounts of CPCS
- Keep cash, cheque in safe lock
- Ensure that there is sufficient cash in the cash box/safe in compliance with CPCS's policy
- Check payment and request documents from staff
- Communicate with all related banks
- Pay taxes and bills
- Maintains safe and clean working environment by complying with procedures, rules and regulations
- Perform other tasks based on the need as required by Finance Coordinator

QUALIFICATION & SKILLS

- **Education:**
 - A degree in business administration, finance, banking and /or accounting and related field.
- **Experience:**
 - At least 2 years experiences with NGOs related work
- **Skills**
 - **Disposition:** Excellent interpersonal skills and high level of emotional intelligence. Ability to adapt to cross-cultural settings, including working within multiple cultural contexts simultaneously, and working with people from different backgrounds and working styles. And good team work.
 - **Communication Skills:** Outstanding oral and written communication skills with an excellent command of English.
 - **Information Technology:** Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Email and QuickBooks. And we expect our staff to have smartphone, and be able to use scheduling program like Ical and Google calendar etc.
- **Organisation:** Ability to fully identify with CPCS' mission and core values.

Interested in this position? Please send your Curriculum Vitae, motivation letter and three references to **Ms. HENG Hally**, Administrator/Human Resource Manager at henghally@gmail.com by **31 August 2017@ 5pm**. Only shortlisted candidates will be contacted for interview. For more about CPCS, please visit our [website](#) or [Facebook page](#).