



## Vacancy Announcement

Post Title: Accountant (1)

Immediate Supervisor: Administrative and Finance Coordinator

Duration of the Contract: 1 year (12 months)

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### Background of CPCS

Founded in 2008, Centre for Peace and Conflict Studies (CPCS) is a Cambodia based non-government organization, working in the field of peace building and conflict transformation in Asia. Our mission is to strengthen strategic intervention into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

CPCS focuses its interventions on influencing Asian peace processes, building capacities for conflict analysis and conflict intervention strategies and influencing theory, policy and practice through research and publications.

CPCS is committed to investing in peace leaders, within our programs as well as within our teams. As a values-based organisation, our approach to peace building is rooted in five core values:

- Grounded
- Excellence
- Trust
- Courageous
- Continued learning

### Description of duties:

The Accountant will work as part of the Finance team and will report directly to the Administrative and Finance Coordinator.

The Accountant's primary functions are: assisting and maintaining all accounting documents, managing petty cash fund, cash books, bank transactions (deposit and withdrawal), pay necessary bills, prepare payments and receipt vouchers.

**This position is based in Siem Reap, Cambodia with occasional travel within the Asia region.**



## **Main Responsibilities:**

- Providing support to the Administration and Finance Coordinator.
- Managing accounting across cultures
- Assisting in maintaining financial documents, managing cash.
- Support program staff in financial matter.
- Ensuring resources are available and properly utilized for CPCS operations.

## **Main duties: Accounting Management**

- Responsible for cash and bank transactions.
- Prepare payments, receipt vouchers and official receipts for all transactions.
- Assist in preparing cash/cheques for advance payments for programme staffs.
- Reviewing all supporting documents/liquidations for accuracy, consistency and compliance with the approved budgets.
- Management of Petty Cash and Cash Receipts.
- Prepare petty cash replenishment request and prepare monthly petty cash count report.
- Assist in preparing and printing a monthly accounting report including cash book, petty cash count for the Director's approval after being checked by the Administration and Finance Coordinator.
- Ensuring compliance with CPCS's financial and administrative policies, procedures and donor rules and regulations.
- Performing other relevant duties as assigned by the Administration and Finance Coordinator and the Executive Director.

## **Required Qualifications and Skills:**

- **Education:** Bachelor Degree in Accounting. A Master of Business Administration (MBA) is an advantage.
- **Work Experience:** At least 4 years accounting experiences with NGOs or companies
- **Communication Skills:** Excellent spoken and written communication skills in English and Khmer.

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## Centre for Peace and Conflict Studies

Strategic Peacebuilding for Asia



- **Required Disposition:** Effective time management skills and an ability to plan and organise and to use initiative. Able to work under stress and with constant interruptions, high level interpersonal skills to establish effective working relations with all members of the CPCS team, donors, government officials, partners, community organisations and CPCS's activity participants.
- **Information Technology:** Proficient in information technology, particularly Microsoft Office, QuickBooks Outlook, the Internet.
- **Confidentiality:** Protects the organization and its operations by ensuring the confidentiality of sensitive information.

***The successful candidate will embody CPCS's values, and compliment the finance team.***

***THIS POSITION IS OPEN FOR CAMBODIAN NATIONALS ONLY***

Applicants should send their Curriculum Vitae, motivation letter and three (3) references to Ms Desiree Joy Granil, Administrator/Human Resource Manager at [desiree.cpcs@gmail.com](mailto:desiree.cpcs@gmail.com). **The deadline for applications is on 15 September 2015.**

***Short-listed candidates will undergo a panel interview.***