



**Announcement**  
**National Center for HIV/AIDS, Dermatology and STDs (NCHAD)**



The National Center for HIV/AIDS, Dermatology and STDs (NCHAD) of the Ministry of Health has received funding from the US CDC/Global AIDS Program (GAP) under Cooperative Agreement for the expanding HIV/AIDS Program Activities of the Ministry of Health of the Kingdom since 2002. Now the project mission has reached to Phase III (31 July 2013 to 30 July 2018).

**Currently NCHADS is seeking for 01 qualified Accounting Assistant under the US CDC project as the following:**

- Work Location** : Based in NCHAD Office, Phnom Penh  
**Expected Monthly Salary** : USD 450 or Experience Based  
**Job Summary** : to assist Project Accounting Officer checking and verifying all expenditure documents of NCHADS and sub components and report to CDC Senior Finance Officer.

**Job Description:**

The Accounting Assistant will work with the Accountant, report to CDC Senior Finance officer and responsible for the following:

- Assisting Project Accountant in update accounting files regularly following NCHADS accounting procedures and SOP;
- Assisting Project Accountant in checking and verifying expenditure documents of sub –components and central office;
- Assisting project accountant with preparation documents related to payments to staff, sub-components, suppliers and contractors;
- Assisting Project Accountant in reconciliation of bank accounts with bank statements;
- Assisting Project Accountant in petty cash reconciliation.
- Assisting Project Accountant to prepare financial and accounting information as requested by NCHADS Director;
- Assisting Project Accountant in reconciliation of amount recorded in the inventories list from procurement team and amount recorded in financial report.
- Any other duties assigned by CDC Senior Finance officer and NCHADS Director.

**General Responsibilities:**

- To work with due diligence in carrying out the tasks of the position.
- To cooperate helpfully within and between units to strengthen the performance of NCHADS.
- To ensure regular, punctual and full-time attendance duties during official working hours.
- To strive all times to assist the unit attain the highest level of accuracy and honesty in all its activities.
- To draw the attention of Senior Finance officer immediately to any irregularity or other matters of significance affecting the efficient and honest functioning of the CDC project Finance unit.
- To undertake any other duties assigned by CDC Senior Finance officer or the NCHADS Director.

## **Qualifications or Specialized Knowledge/Experience Required**

- Bachelor Degree in Accounting, Finance or Any degree related
- At least 1 year experience in using QuickBooks accounting software
- At least 1 year experience in non-profit accounting system
- Good English Language

*Note:* All interested candidate can download detail Term of Reference (TOR) from [www.nchads.org](http://www.nchads.org) or e-mail to [nala@nchads.org](mailto:nala@nchads.org).

**Interested individuals are encouraged to apply by e-mail or in writing with a copy of an up-to-date CV and Cover Letter to the following address:**

Procurement Office on 1st floor of National Centre for HIV/AIDS, Dermatology and STDs  
No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Rusey Keo, Phnom Penh, Cambodia  
E-mail: [nala@nchads.org](mailto:nala@nchads.org)  
Website: [www.nchads.org](http://www.nchads.org)  
Tell: 023 432 090/ 016 595969

**Applicants should clearly mark applied position title and send to the above address no later than 17:00 on Friday, May 25, 2015**