



Ministry of Health
 Principal Recipient-National Center for HIV/AIDS, Dermatology and STD (PR-NCHADS)
 The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)
 HIV Single Stream of Funding (NFM)

VACANCY ANNOUNCEMENT

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent Finance Manager in their Phnom Penh office, to manage a small team as part of a \$16MIL (USD) grant to the national HIV/STI program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

Under the direct supervision of the director of NCHADS, the Finance Manager is responsible for day-to-day oversight and management of the Finance Unit of NCHADS under GFATM-HIV/AIDS grant in Cambodia.

The position is financed at NCHADS until December 31, 2017 with on-going employment conditional on further funding from GFATM.

Post title 01 : Finance Manager (01 position)

Work location in PR- :

NCHADS , Phnom Penh:

Description overview

The Finance manager - GFATM program is member of the GF project management team dealing with the GFATM and report to the PR manager. H/she ensures that the overall financial information produced by NCHADS PR are accurate, integrity of data, timely and in line with the Global fund policies.

Key role and responsibilities

Assure the management of financial resources of the PR office and the overall management of grants

Grant and budget management

1. Responsible for managing and administering the financial affairs of the project in accordance with the GFATM and PR's financial policies, guidelines and procedures, and with all financial covenants and other obligations in the grant agreements;
2. Oversee development and maintenance of various individual budgets, as required for GFATM grant (PR's, SRs);
3. Leads the PR Finance Team to monitor budget plan and expenditures, including conducting financial monitoring visits to all relevant SRs (documented by official reports);
4. Generates and distributes various financial reports and information necessary for effective and responsible financial management and decision making in consultation with and/or approval by the PR senior management team;
5. Ensures that proper guidance to the SRs is provided in all financial matters pertaining to the GFATM grant implementation;

Accounting management

6. Ensure development and maintenance of various project accounts (accounting and financial management systems and records) in compliance with the GFATM procedures and guidelines, as outlined in the approved PR's Financial Guidelines;
7. Monitors and supervises the management and administration of all financial transactions under the GFATM grants;
8. Ensures proper tracking of financial expenditures and pipeline analysis, by grants, SRs and as required for grant management;
9. Act as verifying officer on accounting document and others, if any.

Cash Flow management

10. Reviews all expenditures requests prior submitting them to the PR Senior Management Team within delegated authority;
11. Ensures payment to suppliers, contractors, and consultants in consultation with the procurement team;
12. Ensure that Disbursement to SRs/Provinces is done in a timely manner based on appropriate and revised report
13. Monitor the payment per instalment of the long term contract with suppliers and partners

Internal control management

14. Ensures that proper internal controls within financial operations of the project are developed and strictly enforced, particularly for bank accounts and cash advances;
15. Prepares the financial statements and reports for the annual audit purposes and facilitates the external audits of the GFATM grants;
16. Carries out regular monitoring and evaluation of the SRs especially in their capacity in managing SSRs' financial activities, provided constructive feedback to improve their financial records and to produce quality reports as required by the PR, LFA and the GFATM; Ensure the PR financial management/supervision of the SRs through reporting, field visit, or any adequate measures.
17. Ensure that NCHADS Units adopt appropriate internal control process when managing their respective budget and financial transactions.

Assets management

18. ensure that NCHADS fixed assets are managed in accordance with the NCHADS policy, ensuring their tracking, their physical control and their matching with accounting records.

Other

19. Carries out any other financial and accounting duties and responsibilities and any other tasks assigned by the PR Senior Management Team.
20. Supervise and administer the computerize accounting system (creation of entity, account, level of authorisation for recording, posting....)
21. Supervise and monitor the long term or short term Financial technical assistance: their performance, their work priority



Assure effective communication and external relations in his/her field

- a) Be the contact for certain bodies on administrative and financial questions: ministry of finance, Ministry of Health, financial bodies (banks,, ...), authorities.
- b) Represent the PR office's positions and image with contacts regarding financial issues. (Local Fund Agent, Fiscal Agent, auditors, CCC, PR coordination, PR coordination sub group ..)
- c) Ensure good internal communications and the effective circulation of information among the financial team and between the different NCHADS units.
- d) Ensure good and regular external communication with SRs,

Manage the financial team

- a) Coordinate, supervise and organise the work and priority of the unit (using as necessary weekly meeting, monthly report, unit action plan...)
- b) Ensure that the work performance of the team members are regularly assessed
- c) Train team members when needed
- d) Responsible for risk management of all TGF grant fund :
 - a. Implementing appropriate measures
 - b. Instilling / embedding this aspect to all staff day-to-day duty
- e) All payment and supporting documents assurance and compliance with all TGF and NCHADS policies

The closing date for submitting application is on the **09th May , 2017** at 5.00PM. *Only short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address below.*

Application Information

Interested individuals meeting the above requirements are invited to send their CVs and a Cover Letters to the contact address below or via email at recruit@nchads.org by specifying clearly the position apply for in the subject line, indicate current and expected salary and three references, and do not attached any supporting documents such as *certifications*. *The detail Term of Reference for each jobs are available upon request at the NCHADS information desk or by mail or can be download from the link in www.nchads.org.*

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