



Ministry of Health  
National Center for HIV/AIDS, Dermatology and STD (PR-NCHADS)  
The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)  
KHM -C-MEF

**VACANCY ANNOUNCEMENT**

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent Of Finance Manager and Finance Officer in their Phnom Penh office, under the direct supervision of the director of NCHADS, the Finance Manager and Finance Officer is responsible for day-to-day oversight and management of the Finance Unit of NCHADS under GFATM-HIV/AIDS grant in Cambodia.

Post title 01 : Finance Manager (01 position)

Work location in :

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 SI manager. He/she ensures that the overall financial information produced by NCHADS SI 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 SI 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 SI'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 (SI's, SSIs);
3. Leads the SI Finance Team to monitor budget plan and expenditures, including conducting financial monitoring visits to all relevant SSIs (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 SI senior management team;
5. Ensures that proper guidance to the SSIs 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 Government Financial Management Manual and SOPs and meet the Global Fund requirements.
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, SSIs 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 SI 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 SSIs/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 SSIs especially in their capacity in managing SSIs' financial activities, provided constructive feedback to improve their financial records and to produce quality reports as required by the SI, LFA and the GFATM; Ensure the SI financial management/supervision of the SSIs 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 SI 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 SI office's positions and image with contacts regarding financial issues. ( Local Fund Agent, Fiscal Agent, auditors, CCC, SI coordination, SI 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 SSIs,

**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

**Post title 02**

Work location in  
National Center for  
National Aids Authority  
(NAA), Phnom Penh.

**Finance Officer (01 position)**

**The Finance Officer has responsibilities for Finance, Accounting, Administration and Procurement tasks as following:**

**I. Responsibilities for NAA**

**A. Finance Tasks:**

- 1. Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures;
- 2. Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements;
- 3. Maintains comprehensive records of funds from donor source supporting implementation by NAA and its networks;
- 4. Ensures compliance with the operational guidelines and procedures for implementation by NAA and its networks;
- 5. Liaises with NCHADS-SI and MoH-LIT for the finance matter;
- 6. Prepares monthly, quarterly, semi-annual and annual Financial report for management review and approval then submit to NCHADS-SI
- 7. Facilitate in the audit preparation and respond the audit finding during audit field work

**B. Accounting Tasks:**

- 1. Operates the accounting system: Reviewing supporting documents, recording processed transactions in the proper accounts and books, generating the related financial statements and reports, ensuring that the accounting records are filed in safe conditions;
- 2. Reviews payment requests and issue payment vouchers and checks for the signature of the related Department and submit to Management for approval
- 3. Keeps updated the Chart of Accounts and accounting procedures;
- 4. Carries out checks and review as required by the related
- 5. Controls the proper use of the petty cash fund management
- 6. Take role as organizer for meeting, workshop and other (accounting coordination);
- 7. Collaborates with the Planning, Monitoring and Reporting Department and other Departments to assist the implementation of NAA's activities though timely procurements of goods and services as required;

**C. Admin and Procurement tasks:**



1. Facilitates administration work for Management Team;
2. Assures vehicles, vehicle logbooks and office equipment used in efficient way;
3. Prepares and supervises all office assets, their safety, insurance, tracking movements, regular updates of the Asset register and spot check;
4. Prepares Semi-annual and annual procurement report to NCHADS-SI
5. Performs other duties as requested by the NAA and NCHADS-SI

**Requirements**

- University degree financial management, business, administration related
- 3 year experiences accounting financial management organization especially reporting donors
- 3 year experiences in managing multi-grants international donors
- Fair English good computer skills
- Knowledge Computerized accounting software (QB, Sun)
- Organization
- Reactivity
- Relational skills

The closing date for submitting application is on the 27<sup>th</sup> June, 2018 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](http://www.nchads.org).*

Contact Address: National Center for HIV/AIDS, Dermatology and STD (NCHADS)No. 245H, Street 6A, Phum Kean Klang, SangkatPrek Leap, Khan RusseyKeo

Phnom Penh, Cambodia. Tel: 023 432090 ; Email: recruit@nchads.org