

## ***JOB DESCRIPTION***

<b>Job title:</b>	Regional Senior Finance Officer.
<b>Location:</b>	Stung Treng Province, with occasional travel to the Cambodia Country Office (CCO) in Phnom Penh and provincial offices.
<b>Reporting to:</b>	Finance Manager (Line-manager) and the Regional Programme Manager.
<b>Responsible for:</b>	Line-management of 4-5 Finance Officers and the provision of technical support to staff members in other provincial offices.

### Health Poverty Action Background:

Health Poverty Action (HPA) is an international NGO which has worked in Cambodia since 1990. HPA was previously known as Health Unlimited until the name change in 2011. Our mission is to support poor people in their efforts to achieve better health and well-being. Priority is given to the most excluded and vulnerable, in particular indigenous people and communities affected by conflict and political instability. HPA works with communities on long-term programmes to build knowledge and skills that will enable them to improve their own health and to gain continuing access to effective health services and information.

### PRIMARY FUNCTIONS & RESPONSIBILITIES

To collaborate with the Finance Manager, the Regional Programme Manager and the regional/ provincial office staff for the implementation of the HPA Cambodia country programme, with specific responsibility for providing senior level financial management, monitoring, support and reporting services. The post holder will interact with field finance staff to ensure accurate monitoring and reporting of project expenditure in-line with agreed expenditure plans and project budgets. Facilitate communication between the provincial offices and the CCO to ensure that accurate financial information and supporting documentation is submitted in a timely manner. The Regional Finance Officer will be line-managed by the Finance Manager, but will also work very closely with the Regional Programme Manager (based in Stung Treng).

### Overall Objectives:

1. Collaborate closely with the Finance Manager to ensure high quality financial management of the Cambodia country programme and individual donor funded projects in-line with international financial standards and the specific requirements stated in donor project contracts.
2. Ensure quality budget management, expenditure planning, monitoring and financial reporting of agreed expenditure plans at the sub-national level to maximize available funding.
3. Maintain a detailed understanding of individual project budgets, monitoring expenditure and regularly reporting variances, providing explanations/ justification to the Finance Manager, the Regional Programme Manager, the Country Programme Manager and the Country Director.
4. Facilitate clear communication between the HPA offices and project partners related to financial management, adherence to agreed expenditure plans and financial management processes, timely reporting, the provision of supporting documentation and other financial matters as required.
5. Support the Finance Manager, the Regional Programme Manager and programme staff with budget development and amendment planning for donors, as required.

## KEY RESPONSIBILITIES

### Financial Management:

- Maintain familiarity with HPA policies/ procedures and donor compliance issues, specifically those relating to finance, and ensure that projects are implemented in adherence to those requirements.
- Ensure that the HPA internal finance control system, as detailed in the Finance Policy, is strictly adhered to.
- Develop a detailed knowledge and understanding of project budget lines, how they relate to activity implementation, procurement, support costs, and how they related to each other.
- Collaborate with relevant programme and finance staff to produce regular cash flow projections.
- Prepare project cash requests and submit to CCO for approval before arranging transfers.
- Monitor cash flow projections to ensure that the HPA offices have sufficient funds to conduct daily and monthly financial transactions.
- In collaboration with the Finance Manager manage project bank accounts and transfers to HPA offices.
- Supervise the maintenance of project cash-books, bank books, advance reconciliations and records of all daily financial transaction, according to HPA policies and procedures.
- Check specific details of cash advance settlements - ensuring sufficient supporting documentation, following up and reporting on outstanding advances to the Finance Manager.
- Monitor cash balances held by provincial offices to ensure sufficient cash for project expenses.
- Conduct regular *surprise* cash counts per quarterly, as agreed with the Finance Manager.
- Ensure adherence to the correct procedures for filling invoices and other accounts related supporting documentation.
- Conduct regular internal audits at provincial offices to ensure adherence to HPA financial procedures and policies, as agreed with the Finance Manager.
- Provide oversight and supervision in provinces and districts that provide cash transfer payments to community health workers (VMWs, MMWs, MP and MC staff members), as agreed.
- Regularly report to the Finance Manager and the Regional Programme Manager and discuss problems identified and implement agreed solutions.

### Financial Reporting:

- Overall responsibility for ensuring that high quality financial reports are submitted to CCO from provincial offices in a timely manner to fulfill internal and external financial reporting obligations.
- Generate monthly, quarterly and annual financial reports to meet HPA and donor reporting requirements.
- Check monthly accounts records, ensuring proper coding, the accuracy of computation and the completeness of supporting documentation.
- Monitor and report expenditure Vs budget approved and pro-actively discuss with relevant programme staff, provide feedback to appropriate management and project staff, submitting variance reports to CCO before the 3rd day of the following month.
- Collaborate with the Finance Manager to ensure the timely submission of financial reports required by the Cambodian government.
- Data input into the accounting software (QuickBooks and Sun Systems).

### Representation:

- Establish and maintain a strong working relationship with relevant project implementation partners to ensure appropriate financial management, monitoring and reporting of delegated funds, including counterparts at the Provincial Health Department and Operational District levels in target provinces.
- Represent the project in relevant forums and meetings as required/ agreed.

### Personnel Management:

- Collaborate with staff line-managed to develop personal work plans, and review periodically.
- Monitor and advise staff on work performance through probation reviews, regular performance appraisals and close supervision.
- Facilitate the provision of technical support to staff as necessary, providing such support directly when appropriate.
- Maintain good inter-team communications, engender good team dynamics and take suitable action when problems occur.
- Act and communicate at all times in polite manner respectful of others.
- Undertake any other additional duties as reasonably request by the Finance Manager and the Regional Programme Manager.

## **PERSON SPECIFICATION**

### Essential Qualifications:

- Relevant University Degree (e.g. Finance or Accounting).
- A minimum of five years relevant work experience, including 2 years finance supervision level experience.
- Good knowledge and experience of bookkeeping and accounting.
- Previous experience of working on international donor funded projects and meeting donor compliance requirements.
- Previous planning, budgeting and financial reporting experience.
- Ability to work effectively under pressure.
- Strong inter-personal and representation skill with the ability to communicate at all levels.
- Good problem solving and organizational skills.
- Experience of working with Quick-Book accounting software (essential), with a good working knowledge of Microsoft Excel, and Microsoft Word.
- Strong spoken and written English language skills (essential).
- Commitment to the values of Health Poverty Action working with people in remote areas.
- Willingness to live and work Stung Treng Province.

### Desirable Qualifications:

- More than five years relevant financial and accounting work experience.
- Previous experience of working with Global Fund projects (preferred).
- Additional professional finance qualifications.
- Previous experience of working with Sun Systems an advantage.