



Rabbit School where all children can learn and grow

Job Opportunity: Financial & Administration Assistant

Position: Financial and Administration Officer
Organization: Rabbit School Organization (RSO)
Reports to: Financial & Administration Manager
Duty station: Phnom Penh with occasional travel to the provinces

Description of the organization

The Rabbit School is a renowned Cambodian organization specializing in special education, located in Toul Kork, Phnom Penh. Since our establishment in 1997, we have been dedicated to providing quality education to over 600 children with intellectual disabilities. Our educational offerings are diverse and tailored to the age and level of intellectual disability of our students, ranging from special classrooms and readiness classrooms to integrated classrooms and inclusive education. At our vocational training center, we empower young adults with the skills they need to integrate into society and secure employment. In 2014, we embarked on an expansion journey, extending our projects and activities beyond Phnom Penh. As our organization continues to evolve and grow, **we are now seeking a dedicated Financial & Administration Assistant** to support our Financial & Administration Manager..

Contract Period & Location

- **Full-time** position based in Phnom Penh
- **1-year contract** (renewable) with a 3-month probation period

Key Responsibilities

Financial tasks

- Assist in maintaining daily expense records to ensure effective budget control.
- Monitor the accuracy of figures and expenditures related to advance accounts and petty cash in line with Rabbit School activities.
- Maintain clear records of all financial operations, including banking procedures.
- Assist in preparing monthly salary tax calculations for national staff.
- Contribute to the implementation of accounting systems, standard annual budget procedures, and management procedures, including expenditure records and salary payroll.
- Review receipts, invoices, and supporting documents, submitting them for final review before processing payments.
- Collaborate with the Finance Manager to prepare daily payment vouchers.
- Provide support to the program team for cash advances and settlements related to training, workshops, and meetings in various provinces.
- Assist the Administration and Finance management with other tasks as requested by the executive director.

Administration Tasks

- Manage the Office Filing System for correspondence, staff contracts, reports, and necessary documentation.
- Arrange travel and lodging for staff retreats and guest visits (e.g., donors) during their missions.
- Provide assistance in organizing internal workshops, trainings, or seminars.
- Translate/type letters and documents in both Khmer and English.
- Oversee office expenses, maintain appropriate office stationery supplies, and update inventory.
- Aid in the preparation of documents required for financial assessments as per donor, board, or government criteria.
- Ensure the timely subscription of all necessary insurances (e.g., vehicles, medical) and follow up on reimbursements.
- Gather quotations/prices for equipment and services.
- Assist in the procurement process.
- Handle tax payments to the tax department and monthly NSSF contributions.
- Stamp incoming financial documents and other correspondences and maintain a record in the register book.

Requirements

- Preferably Bachelor degree in Accounting or Finance.
- Experience in administrative work and accounting field, preferably in an NGO environment.
- Knowledge of financial and administrative management, following strict policies and procedures and ensuring adequacy on internal control in the organization.
- Organizational skills with a proven ability to work under pressure.
- Computer skills with proficiency in QuickBooks software and MS Office.
- Proficiency in spoken & written English and Khmer.
- Honest and responsible team worker.

Salary and Benefits

- Net Monthly Salary: Competitive salary according to Qualifications and Experience.
- Benefits: Annual Bonus, severance Pay, Health Insurance.

Application requirements

Interested candidates are requested to submit their application (including a CV, a cover letter to Rabbit School organization.

Address: Toul Kork Primary School, Email: sorsothearom@gmail.com , huntouch40@gmail.com , www.rabbitschoolcambodia.net. (Subject: Application Finance & Admin Assistant)

Closing date for applications: **6 October , 2023 at 05:00 pm**

Only short-listed candidates will be contacted for interview.

Women and People with Disabilities are strongly encouraged to apply.

www.rabbitschoolcambodia.net