

Program Name:	Australia-Cambodia Cooperation for Equitable Social Services – Phase 2 (ACCESS 2)
Position Title:	Finance and Administrative Officer
Position Type:	Locally Engaged Employee – Full Time
Location:	Phnom Penh – Cambodia
Reporting To:	Finance and Administration Manager
Overview:	<p>The Australia-Cambodia Cooperation for Equitable Sustainable Services – Phase II (ACCESS 2) builds upon a decade of Australian support to Cambodia to improve service delivery for survivors of gender-based violence (GBV) and people with disabilities. The investment gives effect to Australia and Cambodia's shared commitment to advancing gender equality, disability, and social inclusion.</p> <p>ACCESS 2 focusses on accelerating access to quality and inclusive services with greater reach for people with disabilities and survivors of GBV in Cambodia. The program addresses the demand- and supply-side barriers to essential service delivery, with increasing focus on sub-national levels to complement national-level support and concerted efforts to address the priorities of indigenous peoples. The program supports efforts to deepen understanding of the intersectional needs of survivors of GBV and people with disabilities, and to translate this into the delivery of services that responds to their needs.</p> <p>ACCESS 2 also supports more inclusive policy, planning, and coordination mechanisms to ensure the needs, priorities, preferences, and experiences of survivors of GBV, people with disabilities, and indigenous peoples contribute to systems strengthening for GBV and disability services. This includes facilitating opportunities for the Royal Government of Cambodia (RGC) to meaningfully engage with people with disabilities, survivors of violence and indigenous people, and the organisations that support their representation and advancement.</p> <p>ACCESS 2 started in August 2023 will continue until September 2028, with an option for a further four years until 2032.</p> <p>The goal is for Persons with disabilities and survivors of GBV to benefit from access to quality and coordinated services as outlined under the RGC's National Disability Strategic Plan (NDSP) and National Action Plan on Violence Against Women (NAPVAW). ACCESS 2 has two end of investment outcomes (EOIO):</p> <ol style="list-style-type: none"> 1. By 2028, select service providers deliver higher quality GBV and disability services to increasing numbers of people in the target provinces.

	2. By 2028, select national and sub-national policy and planning processes respond to the priorities of survivors of GBV and people with disabilities.
Position Summary:	<p>The Finance and Administrative Officer is responsible for petty cash management, administrative, events and logistics coordination and office support assignment. With strong administrative skills and the ability to handle multiple priorities and meet tight deadlines with minimal supervision. Excellent communication and organizational skills are essential, as is proficiency with MS Office Suite and general computer skills. This position will report to Finance and Administrative manager and supervise office assistant/receptionist and driver position.</p>
Key Responsibilities:	<p>Petty Cash Management</p> <ul style="list-style-type: none"> • Act as petty cash custodian and ensure that claims are eligible for reimbursements and approved by the budget holder. • Review travel claims and per diems, coordinate with Program personnel on necessary clarification or documentation, and ensure they conform with Abt travel-related expense policy prior to reimbursements. • Maintain work area files and records, routinely scan documents, check, and ensure completeness of stored supporting documents. • Provide logistical & clerical work support to ACCESS 2 operations including general banking duties. <p>Documenting</p> <ul style="list-style-type: none"> • Support program team to prepare documents for printing and copying, upon final approval of the Team Leader and/or DTL & Operations Manager. • Keep all reports filed systematically in both electronic and hardcopy formats. <p>Coordination and Logistics</p> <ul style="list-style-type: none"> • Ensure all project administrative activities are coordinated effectively. • Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events. • Coordinate and provide logistical support for Project activities, including travel arrangements, visas, field visits, and DFAT/counterpart visits. • Provide administrative support to team members. • Review supplier contracts and contracts for terms and conditions. • Empanel potential suppliers and vendors for support ACCESS 2 operations and program task at national and sub national level.

	<p>Procurement</p> <ul style="list-style-type: none"> • Develop a Master procurement plan in place for ACCESS 2 in consultation with team members and ensure the plan is updated as needed and reviewed every 12 months. • Maintain a Master procurement plan and develop and maintain accurate, effective and up to date procurement tracking tools to ensure that procurement as planned to meet the working requirements of the company. • Find quotations and make quote comparison/assessment. • Submit invoice and purchase request to Finance and Administration Manager. • Coordinate to deliver purchased goods to the office. • Process external purchase orders and obtain quotations of goods, equipment, and services, as requested by relevant stakeholders. • Ensure that the procurement request and approval process is adhered to, and supporting documents are completed before the approval of any procurement. • Ensure accurate, complete and up to date files are maintained. • Monitor ongoing procurement activities against the agreed procurement plans, and pro-actively provide timely advice on the likely problems or delays to relevant stakeholders. • Report any problems or potential conflict of interests. • Work closely with operations teams and program team to ensure the products/materials are available in stock. • Escalate any procurement lapses immediately to the line manager and other concerned manager. <p>Administration</p> <ul style="list-style-type: none"> • Support the Operations Manager and operations & program teams with timesheet submission. • Oversee and guide the duties of the Office Assistant. • Oversee all administrative functions within ACCESS 2. • Coordinate with program teams to manage tasks that are linked to administration, e.g. office space management, office, supply stocks, office security, assets and inventory, fuel logs, vehicle logs, office stationaries, etc. • Ensure all fixed assets are coded properly and are posted on the system and monitored and updated regularly. • During any health emergencies manage communication and delivery of medical support to staff. • Be the focal person for all administrative matters internally and externally, work with zero tolerance on any fraudulent activities. • Ensure all staff are inducted properly and are aware of and adhere to policies and procedures. • Other tasks as assigned by the Finance and Administration Manager.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Deliverables:	<ul style="list-style-type: none"> • Effective management of Petty Cash daily is essential, which includes a thorough review of all relevant expense documentation to ensure compliance with financial policies and procedures. • Documenting, the documentation process requires helping the program team prepare materials for printing, pending final approval from the Team Leader or DTL and Operations Manager. A systematic filing system for all reports must be maintained, organized in both electronic and hardcopy formats. • Coordination and Logistics, the projects coordination and logistics are crucial for managing administrative activities effectively. This involves organizing workshops, confirming attendance, arranging travel, and providing supplies. It also includes coordinating logistical support, administrative assistance, and reviewing supplier contracts. • The procurement process for ACCESS 2 includes creating a Master procurement plan with team input, updated yearly. The procurement officer sources quotes, assesses options, and submits purchase requests. Timely delivery and adherence to approval processes are crucial, along with proper documentation and issue reporting. • The Administration role supports the Operations Manager and program teams with timesheet submissions and oversees the Office Assistant's duties. Key responsibilities include managing administrative functions, coordinating with program teams on tasks like office management and security, ensuring fixed assets are recorded, communicating during health emergencies, addressing administrative issues, preventing fraud, and onboarding new staff on policies.
Key Working Relationships:	<ul style="list-style-type: none"> • ACCESS 2 Operations Manager, Finance & Administration Manager. • Abt's Brisbane Office.
Selection Criteria:	<ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, Business Administration, or a related field. • Minimum of three (3) years of experience in accounting, operations and administrative roles, preferably in the non-profit sector and experience in liaising with INGOs or similar organization. • Fluent in Khmer (written and spoken) and full working proficiency in English (written and spoken) • Excellent organizational, analytical, and problem-solving skills. • Strong communication and interpersonal skills. • Ability to work independently and as part of a team.

	<ul style="list-style-type: none"> • Administrative skill and computer literate, with a particular focus on formatting functions (e.g. Section breaks, table of contents, inserting PDF's, etc.). • Knowledge of relevant regulations and legal requirements. • Strong interpersonal skills and the ability to work under pressure • Strong organizational, interpersonal & management skill and excellent team player • Multi-tasking (prioritizing and juggling various tasks effectively). • Be able to travel both local and international
Commitment to Equity	<p>Abt Associates values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We strongly encourage people from culturally and linguistically diverse communities and Aboriginal and Torres Strait Islander people to apply for this position. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.</p>
Commitment to Safeguarding	<p>We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse or exploitation in any form, and expect everyone to be treated with respect and dignity.</p>