

Senior Finance and Administrative Office- ACCESS 2 Program

About the Program

The Australia-Cambodia Cooperation for Equitable Sustainable Services Phase 2 (ACCESS 2) is a five-year Australian Government funded program managed by Abt Global. The program works in partnership with the Royal Government of Cambodia, civil society organisations, organisations of persons with disabilities, women's organisations, indigenous groups, and other stakeholders to improve equitable access to quality services for persons with disabilities and survivors of gender-based violence (GBV).

ACCESS 2 is committed to Gender Equality, Disability and Social Inclusion (GEDSI), safeguarding, accountability, and localization principles in all aspects of program implementation.

ACCESS 2 commenced in August 2023 and will run until September 2028.

About the Opportunity

The **Senior Finance and Administration Officer** is responsible for providing high-quality financial management, procurement, and administrative support to ensure the effective implementation of ACCESS 2 activities in Cambodia.

The role requires a proactive and highly organized professional capable of maintaining compliance with Abt Global policies, DFAT contractual requirements, Cambodian laws and regulations, and international best practices.

The position allocation is:

- Finance: 60%
- Procurement: 30%
- Administration: 10%

The position will work closely with program staff, implementing partners, consultants, vendors, government counterparts, and the Abt Global regional finance team.

Core Responsibilities:

A. Finance Management (60%)

Financial Operations

- Process payments and financial transactions accurately and timely.
- Verify payment requests and supporting documentation.
- Ensure proper coding and allocation of expenditures.

- Review invoices, advances, acquittals, and reimbursement claims.
- Monitor project expenditures against approved budgets.
- Support monthly and quarterly financial forecasting.

Financial Reporting

- Prepare monthly financial reports and expenditure analyses.
- Support budget monitoring and variance analysis.
- Produce financial information for management decision-making.
- Maintain accurate financial records and audit-ready documentation.

Budget Management

- Monitor activity budgets and annual work plans.
- Support budget preparation, revisions, and forecasting exercises.
- Track commitments and expenditure trends.
- Advise managers on budget utilization and procurement planning.

Compliance and Audit

- Ensure compliance with:
 - Abt Global policies and procedures
 - DFAT contractual requirements
 - Cambodian tax regulations
 - Internal controls and financial management standards
- Support internal and external audits.
- Address audit recommendations and follow-up actions.
- Maintain strong financial control systems.

B. Procurement Management (30%)

Procurement Planning

- Prepare and maintain annual procurement plans.
- Monitor procurement schedules and timelines.
- Support activity teams in procurement planning and tracking.

Procurement Processes

- Conduct procurement processes in accordance with:
 - Abt Global procurement policies
 - DFAT value-for-money principles
 - Program procurement procedures
- Obtain quotations, bids, and proposals.
- Coordinate procurement evaluations.
- Prepare procurement documentation and recommendations.

Vendor Management

- Maintain approved supplier List
- Conduct supplier performance assessments.
- Support market assessments and price analysis.
- Foster effective relationships with suppliers and service providers.

Contract Administration

- Prepare purchase orders and procurement records.
- Maintain procurement files and contract documentation.
- Track vendor deliverables and payment milestones.
- Ensure procurement records are audit compliant.

C. Administration and Operations (10%)

Office Administration

- Support day-to-day office operations.
- Maintain filing and document management systems.
- Assist with correspondence and administrative records.

Logistics Coordination

- Support workshops, meetings, consultations, and events.
- Coordinate travel arrangements and accommodation bookings.
- Assist with venue procurement and event logistics.

Asset Management

- Work with TI/ MIS to maintain program asset registers.
- Conduct periodic asset verification.
- Ensure proper tagging and safeguarding of assets.

Staff Management

This position will manage/Supervise and oversee

- Office Assistant
- Driver and Logistic Assistant
- Outsource Officer Cleaner

D-Other Duties as Required

The employee may be required to undertake additional duties and responsibilities that are reasonably related to their role, skills, and experience, as assigned by their supervisor or management. Such duties may be necessary to support operational requirements, organizational priorities, or business continuity and shall be carried out in a professional and timely manner.

Duty Station: The position is based in Phnom Penh, Cambodia. The successful candidate will be required to undertake occasional travel to target provinces to support field activities, stakeholder engagement, and program implementation.

About You

We are seeking an individual who has:

Essential Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, Economics, Procurement, or a related field.
- Professional accounting qualifications are desirable.

Essential Experience

- ***Cambodian only as the role requires effective communication and close collaboration with Cambodian staff, local partners, and community stakeholders.***
- Minimum 5 years of progressively responsible experience in finance, procurement, and administration.
- Experience with donor-funded development programs.
- Experience supporting audits and compliance reviews.
- Experience using computerized accounting systems.
- Demonstrated experience in procurement and contract administration.
- Professional English communication skills (spoken and written).
- Strong interpersonal skills and the ability to work under pressure
- Strong organizational, interpersonal & management skills and excellent team player
- Multi-tasking (prioritizing and juggling various tasks effectively).
- Ability to prepare reports, business correspondence, and procurement documentation in English.

Commitment to Equity: Abt Global values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.

Commitment to Safeguarding: 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.

Disclaimer: Abt Associates will never ask candidates for money in exchange for an offer of employment.

How to Apply

Please submit your application online; attach your cover letter and CV as a single document addressing how you meet the requirements of this role.

Closing Date: Midday AEST, Monday, September 07, 2026