ROLE PURPOSE

Role Title: Finance & Operations Coordinator  
Division: Global Programs  
Location: Phnom Penh, Cambodia  
Date: Aug 2023  
Employment type: 2 years fixed duration, with possible renewal  
Reports to: Finance and Operations Manager  
Number of direct reports: 1  
Leadership Band: Leads Others

Purpose of the role:
The Finance & Operations Coordinator is accountable for general office and financial administration functions of the country office. The position is the coordination point between the global business operations team, the country support team, the local country team and the partners.

The Finance & Operations Coordinator will own the outcomes of:

1. **Finance and Administration:**
   - Assist the Finance and Operations Manager (FOM) to implement The Fred Hollows Foundation (FHF) financial policies and procedures in alignment with the FHF Finance Manual and local country regulations.
   - Prepare and process requisitions for the relevant country team members in FHF financial system to ensure timely payment of invoices and liaise with the bank as required.
   - Coordinate budgeting process and review budget performance forecast.
   - Monitor financial performance and donor reports following the agreed workplan to ensure value for money.
   - Liaise with government entities and other partners on financial and administrative related tasks.
   - Manage office and program documents.
   - Coordinate internal and independent audit processes.

2. **Procurement:**
   - Support in relevant procurement process
   - Liaise with suppliers and partners

3. **Operations:**
   - Assist FOM in relevant office and program operations.
   - Coordinate related office contracts.
   - Manage office equipment and assets.
   - Support in travel and security coordination.
   - Arrange meeting, event and workshop as necessary.

4. **Other tasks as requested by your line manager.**

Our Capabilities:
As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- At least 3 years working experience.
- Grant management and donor funded reporting.
- Sound knowledge of current local legislation and regulation in Cambodia
- Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls

Desirable Experience:

- Management of financial and accounting systems
- Management of office operations and procurement

Skills:
- Financial and accounting systems
- Office operations and procurement
- Organizational management
- Interpersonal, facilitation and presentation
- Capacity to work effectively in cross cultural / mixed language environments
- Efficient relevant computer programs
- Strong English competency
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<tr>
<th>Qualifications:</th>
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<tr>
<td>Post graduate qualification in Finance, Accounting or related field.</td>
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<th>The position involves:</th>
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<td>This position is recognised as having “Contact with Children” either direct or indirect</td>
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<td>This position does not involve “Working with Children” either direct or indirect.</td>
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<th>Travel:</th>
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<td>Domestic</td>
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<th>Additional Responsibility:</th>
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<td>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</td>
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<th>To work in The Foundation, you will:</th>
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<tr>
<td>• Be eligible to work in Cambodia</td>
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<td>• Undergo background check including criminal records and qualifications check</td>
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<td>• Undergo working with children check for positions that are identified as working with children</td>
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