Purpose of the role:
The Finance & Operations Officer 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 and the local country team.

The Finance & Operations Officer will own the outcomes of:

1. Finance and Administration:
   - Assist the Finance and Operations Coordinator (FOC) 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 country team in FHF financial system to ensure timely payment of invoices and liaise with the bank as required.
   - Support the coordination of budgeting process and review of budget performance forecast.
   - Monitor the use of financial management and donor reports following the agreed workplan to ensure value for money.
   - Support in liaison with government entities and other partners.
   - Manage office and program documents.
   - Support in internal and independent audit processes.

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

3. Operations:
   - Assist FOC in relevant office and program operations.
   - Support in office contract management.
   - Support in office equipment and asset management.
   - 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 2 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

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
- English competency

Desirable Experience:
- Management of financial and accounting systems
- Management of office operations and procurement
Qualifications:
Under or post graduate qualification in Finance, Accounting or related field.

The position involves:
This position is recognised as having “Contact with Children” either direct or indirect.
This position does not involve “Working with Children” either direct or indirect.

Travel:
Domestic

Additional Responsibility:
Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:
- Be eligible to work in Cambodia
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children