

ROLE PURPOSE

Role Title: Finance & Operations Officer

Division: Global Programs

Location: Cambodia

Date: Feb 2026

Employment type: 2 years fixed duration, with possible renewal

Reports to: Finance and Operations Manager

Number of direct reports: Two

Leadership Band: Leads Others

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:

- Support the Finance and Operations Manager in implementing The Fred Hollows Foundation (FHF) financial policies and procedures in accordance with the FHF Finance Manual and applicable local regulations.
- Prepare and process requisitions for the Country Team using the FHF financial system, ensuring accurate and timely payment of invoices, and liaising with banking institutions as required.
- Assist in coordinating the annual budgeting process and monitoring budget performance and forecasts
- Monitor financial management systems and donor reporting against approved workplans to ensure value for money and compliance with donor requirements.
- Support liaison with government entities, donors, and other partners as required.
- Ensure accurate management, filing, and retention of office and program documentation in line with organizational standards.
- Provide support during internal and external audit processes.

2. Procurement:

- Support procurement processes in line with FHF procurement policies and local regulations.
- Monitor and track purchase orders, contracts, and supplier performance to ensure quality, timeliness, and cost-effectiveness
- Liaise with suppliers and partners to support effective procurement and contract management.

3. Operations:

- Assist the Finance and Operations Manager in the coordination of office and program operational activities.
- Support office contract management, including lease and service agreements.
- Assist in the management, tracking, and maintenance of office equipment and assets.
- Coordinate logistical arrangements for meetings, workshops, and events as required.
- Support travel arrangements and security coordination for staff and visitors.
- Supervise drivers and office assistants to ensure efficient delivery service.

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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Essential Experience:

- At least 4 years' work 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

Desirable Experience:

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

- Capacity to work effectively in cross cultural / mixed language environments
- Efficient relevant computer programs
- English competency

Qualifications:

Under or post graduate qualification in Finance, Accounting or related field.

Travel:

Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect **(note: all positions are classified as having indirect or incidental contract with children)**
This position does not involve “Working with Children” either direct or indirect.

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 Australia or other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children