

JOB DESCRIPTION: FINANCE COORDINATOR

PART A: General Information

Position title:	ECLA Finance Coordinator
Place:	Phnom Penh, Cambodia
Responsible to:	Head of Finance
Assisted by:	N/A

PART B: About Cambodian Living Arts (CLA)

We believe arts are at the heart of a vital society. We envision the arts and cultural expression as essential to a thriving future for Cambodia.

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations

Our strategic goals for the period 2017-2021 are to:

- Enable artists and cultural leaders by providing training, funding and resources
- Integrate arts and culture into the life experiences of young people
- Expand audiences and markets for Cambodian performing arts
- Facilitate beneficial connections and collaboration between arts communities in Cambodia and Asia

Our ongoing aims are to:

- Lead major artistic initiatives that support the development of the Cambodian arts sector
- Facilitate international and regional exchange and promotion
- Support the continuity of Cambodia's artistic heritage

PART C: Position overview

The Finance Coordinator works closely with the Head of Finance to keep accurate financial records and follow good financial processes to support ECLA's program work which is a program under Cambodian Living Arts.

The Coordinator's main responsibility is for finance administration e.g. data entry in Quickbooks, monthly tax declaration, generating reports, checking monthly transactions, budget monitoring and preparing monthly business dashboard. We need this person to have a good understanding of the whole accounting cycle, planning and QuickBooks system. The ideal candidate will have some experience of working with a sales-based business, and will be able to work well with a team that wants to grow their customers and their profit so they can make more opportunities for artists.

We need this person to be able to work quickly and accurately, and to feel responsibility to get efficient and smooth way of working for our team.

PART D: Responsibilities

Book Keeping

- Maintaining accurate and up to date financial records for all production and sales activities, through Quickbooks and other tracking
- Enter daily transactions into Quickbooks, and make sure that all records are completed with 1 week of month end
- Check that reconciliation matches the correct budget line and we have receipts, if there are errors solve it.
- Ensure all reconciliation is complete within 2 weeks of requests
- Ensure tracking system to keep clear records of any restricted funds or project funding
- Manage payments to artists working with ECLA including oversight of overtime and flexible schedules for regular artists, and ad hoc payments to artists doing one-off work

Reporting

- Preparing regular monthly and quarterly financial reports
- Support Head of ECLA with budget planning and cash flow
- Support manager by generating simple reports from Quickbooks as requested
- Preparing finance reports to donors or partners as required
- Work closely with program managers for grants activities report
- Preparing monthly monitoring and dashboard
- Monthly Prepare tax documents for ECLA
- Take lead for monthly tax and yearly tax declaration of CLA
- Review and control Corarl HR system for ECLA team

Controls

- Make sure that finance forms are printed and available for the ECLA team to use
- Make sure all transactions are supported by receipts and other evidence, and that these supporting documents are well organized and easy to check up
- Making sure we have the correct approval for expenses / reconciliation as approve levels
- Fix assets controller, (depreciat and annual count)
- Weekly reconcile with sales team
- Monthly checking sale process in Museum (and any other ticket sales sites outside of the CLA office)
- Reviewing and approving expense/ reconciliation up to approved levels
- Internal control (checking daily transaction policies and procedures, share idea for QuickBooks system and improvement on finance works
- Prepare all paperwork of ECLA for audit

Budget Planning

- Setting up the financial tracking systems so we can keep a clear record of restricted funds and project funding that does not follow our normal fiscal year or programs budget.
- Support manager with budget planning and account closing

Accounts payable and receivable

- Process regular payments, e.g. paying utilities and internet bills, and pay other invoices
- Issue invoices and follow up with debtors to get prompt payment (this is an important part of the work as ECLA issues more invoices than any other part of CLA)
- Monthly follow up invoices, checking and ensure outstanding debts to ECLA are paid

Banking

- Go to the bank to deposit and withdraw money

- Control petty cash keeping
- Use the online banking systems of ECLA including bank accounts and paypal, and support manager by generating online bank statements as requested
- Do monthly bank reconciliations

General

- Good communication with teams
- Join team weekly meet, all CLA activities and annual staff retreat
- Share your idea for way of working and strategy at CLA

PART E: Required skills and experience

- Fluent written and spoken Khmer
- Previous experience of Quickbooks and Excel essential
- 3 years' experience
- Good English speaking and writing
- Able to use office computer programs e.g. Word and PowerPoint
- Degree in Accounting or Finance is an advantage
- Organised and efficient
- Good attention to detail
- Able to plan, prioritise, and meet deadlines
- Experience of sales or tourism is helpful
- Interest in the arts is an advantage

PART E: Required skills and experience

PART F: Salary and benefits

Starting salary:	\$400-700/ month
Salary review:	Annually
Probation period:	3 months
Leave entitlement:	18 days per annum

PART G: Application instructions

To apply, please send a resume and a cover letter explaining your interest and suitability for the position, to careers@cambodianlivingarts.org.

Deadline: 28 June 2019