

**CAMBODIAN HIV/AIDS EDUCATION AND CARE (CHEC)
TERMS OF REFERENCE**

Title	Accountant
Reports to	Finance and Admin Manager/ Director
Work station	Phnom Penh

General Description

The Accountant works with Finance/Administrative Manager in providing satisfactory accounting services to CHEC staff and ensure that Finance Manual, Security Guideline, Finance Policies and Stewardship principles are appropriately complied.

Specific Duties and Responsibilities

- 1 Prepares annual and project budgets with the Finance and Admin Manager
- 2 Makes payment for all project expenditures
- 3 Tracks income and expenses
- 4 Develops projections, monthly, quarterly, and annually financial reports
- 5 Maintains the bookkeeping system, code and input all invoices/vouchers into accounting software
- 6 Translates from Khmer into English of all financial transactions and entering these transactions into accounting software application;
- 7 Filing all financial documents
- 8 Ensure that all financial report and support document available in the box file.
- 9 Check with FO to make sure that the balance of cash book, cash ledger of account accounting system, and cash on hands are updated and matched to each other all the time.
- 10 Makes data entry into cash ledger form
- 11 Prepares and lodgment tax form for government tax department if any
- 12 Monitors and up-to-date Cash and Bank Book for every day cash balances
- 13 Coordinates to withdraw and deposit money from / to bank
- 14 As directed, completes checks on accounting records and certifies the correctness of the Daily Cash Reconciliation
- 15 Produces comparison financial report between budget and actual expenses
- 16 Process, record and issue cash to CHEC office and field staff
- 17 Ensures all accounting reports and supporting documents kept in appropriate files.
- 18 Assists Finance and Administrative Manager to design different financial database system /

format.

- 19 Assists Finance and Administrative Manager to check stock at all projects at every end of quarter.
- 20 Other duties as required by Finance/Admin Manager and Director

Skills and Qualifications required:

- High school, or University major in accounting skills
- Must have a good knowledge of English communication, English writing and spoken English is advantage
- Ability to work effectively as a member of a team;
- Ability to respond to multiple deadlines at once;
- Reliable and trustworthy person with good communication and interpersonal skills
- Must have a good attention to details
- Good listener and understanding with high responsible and flexible person and careful with confidential information.
- At least one or two years experience in accounting experience with NGOs or private company.
- Proficiency with Quick books, MYOB or Peach tree.