



**JOB DESCRIPTION**  
**FINANCE AND ACCOUNTING OFFICER**  
**FOR PASSERELLES NUMERIQUES IN CAMBODIA**

Reporting to	Finance/Admin Manager
Status	Local Contract
Start date/ duration	As soon as possible, Fixed Duration Contract
Location	Phnom Penh

## 1. BACKGROUND

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Passerelles Numériques (PN) is a non-profit organization dedicated to enabling highly disadvantaged youths, through their abilities and their commitment, to access education and technical and vocational training in the sector of Information Technology. We work to build strong employability which will allow them and their families to escape poverty in a sustainable way, and contribute to the social and economic development of their countries.

Established in Cambodia, the Philippines, Vietnam, and Cambodia, Passerelles Numériques currently trains more than 600 students and employs around 100 people based in these three countries including a small team in France. Since 2005, PN has produced more than 2 600 graduates.

Passerelles Numériques Cambodia was the first project to be launched in 2005, in Phnom Penh. PNC offers two IT training programs in System and Network Administration (SNA) and Web Programming (WEP), based on a holistic educative approach including technical and soft skills, and a personal development program.

In addition to our training program, we are also working other projects including NomadLab. Nomadlab is our solution toward the digital divide issues in Cambodia by giving youth the access to digital tools with an offline solution to rural communities to support their digital literacy, digital skills development and their scholar education.

Website: <http://www.passerellesnumeriques.org/en>

## 2. MISSION

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The Finance Officer will be reporting to the Finance Manager.

## 3. DUTIES & RESPONSIBILITIES

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S/he will give support to the Finance/Admin Manager to

- Check the supporting documents (quotation, invoice, receipt...etc.) for accuracy and suitable price



- Prepare finance vouchers to enter transactions into the accounting system QBO
- Booking all incomes and expenses
- Do bank and cash reconciliations
- Manage all bank accounts including changing of bank signatories
- Declare monthly ToS/withholding tax
- Control cash advance, account receivable and account payable
- Prepare monthly students' allowance
- Issue fund request/receipt for donation received
- Assist finance manager with annual external audit and head quarter audit
- Send accounting documents via Sleek for digital approval signature
- Process documents with tax department or 3<sup>rd</sup> party if necessary
- Other tasks assigned by manager

#### **OTHER**

- Organize and facilitate club activities on your subject
- Organize and take part in school events, workshops, trainings, outings and activities which may take place at weekends or in the evening
- Liaise with colleagues and work flexibly
- Attend staff meetings
- Respect school rules and regulations.

### **4. SKILLS AND EXPERIENCE**

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#### **EDUCATION**

- Year 4<sup>th</sup> student or fresh graduate bachelor degree in Accounting, Finance or Business Administration
- 1-2 years of experience in accounting
- Good level of English (spoken and written language will be English)
- Knowledge of French is a plus (but not compulsory)
- Strong analytical and synthetic skills
- Rigorous, well organized, autonomous and proactive
- Ability to work as a team member in a multicultural environment
- Eager to learn, to adapt to new situations and take up challenges
- Willingness to work with IT professionals and with students
- Good skills of Microsoft Word, Excel, PowerPoint...

### **5. STATUS AND CONDITIONS**

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Contract: 1 year contract followed by FDC  
Salary: 350 – 550 USD  
Annual Leave: 2 days per month  
Working day: Monday-Friday  
Seniority indemnity: Based on labor laws  
Public holiday: Based on Labor Laws  
Insurance: NSSF and private insurance



Environment: Multicultural team setting (Khmer, French)

## **6. HOW TO APPLY**

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Please send your CV and cover letter in English [jobs.cambodia@passerellesnumeriques.org](mailto:jobs.cambodia@passerellesnumeriques.org) Ref: Finance Officer. Note: Please state your expected salary in the application email.