



សម្ព័ន្ធអង្គការក្រៅរដ្ឋាភិបាល

លើម្នីដោះស្រាយបញ្ហាកេរម្រទ័ព្វ(ផ្លូវភេទ)លើកុមារក្នុងប្រទេសកម្ពុជា
NGO's Coalition to Address (Sexual) Exploitation of Children in Cambodia [COSECAM]

COSECAM is a coalition of 24 NGO's aiming to strengthen the capacity of both its members and other NGOs in the country to eliminate child trafficking and other forms of exploitation and abuse. The coalition has three main programs and employs 9 staff, which aims to centralize, coordinate and professionalize the services offered to victims of trafficking and irregular migration through service providers, NGOs and Government technical counterparts. COSECAM is currently looking for qualified Cambodian Nationals to fill the **Finance Officer vacancy**:

1. Responsibilities:

- Update and orient financial policies and guidelines for the staff and coalition
- Set-up and maintain financial systems and mechanisms and monitor the use and flow of funds for all project activities.
- Update the expenditures against its budget monthly and periodically prepare the trial balance then produce report submitting to supervisor.
- Prepare monthly financial statements and periodic financial reports to donors as required
- Update regularly about the situation of Bank Accounts after each cash transaction
- Estimate the budget of project activities to be included in the proposal submitting to donors.
- Prepare monthly the liquidation forms and vouchers and submit to Management Team for checking and approval

2. Qualifications and Skills:

- Bachelor or Masters in financial management
- Minimum 3 years experience in Financial Management
- Experience with financial project monitoring and reporting requirements
- Able to lead and inspire good teamwork
- Proficiency in spoken and written English
- Willing to work in times of stress, out of office hours and during weekends and undertake occasional provincial travel.

3. Application procedures:

Interested candidates should submit:

- An application letter,
- A CV containing information about education, training and work history,
- Three referee reports and
- A recent photograph.

Candidates must send their applications to COSECAM Office, #594, 5th floor, Phnom Penh Center, corner Sihanouk (274) & Sothearos (3) Blvd, Phnom Penh, Cambodia. Applications can also be emailed to admin@cosecam.org. The closing date for applications is **30th January, 2012**. Only short-listed candidates will be contacted for interview. Female applicants are encouraged to apply.