



## VACANCY ANNOUNCEMENT: OPERATIONS OFFICER

### AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit [www.aip-foundation.org](http://www.aip-foundation.org)

### WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Cambodia, Thailand, and Vietnam.

**We are looking for a local qualified candidate to fill the following position at our office in Phnom Penh, Cambodia**

### OPERATIONS OFFICER

Duty station: Phnom Penh, Cambodia (with occasional travel to project provinces)

Status: Full-time; 12-Month Contract (with possibility to extend)

Application due: **9<sup>th</sup> November 2023**

Starting date: As soon as possible

### POSITION PROFILE

Reporting to the Cambodian Country Director, the Operations Officer will be responsible for data entry, accounts payable, payroll, grant report entry, managing the organizations HR and administrative tasks, helping and creating organizational and program budgets for the AIP Foundation Cambodia Office. The role will also be responsible for leading a Finance Assistant.

Preferred candidates will be honest, trustworthy, have a dynamic and flexible attitude, be willing to commit to AIP Foundation's mission, vision and core values, have experience overseeing or assisting with the implementation of large grant projects and can demonstrated their ability to work independently and as part of a team. Preferred candidates for Operations Officer will have experience overseeing the financial management of large grant projects funded by development partners (USAID...).

### KEY RESPONSIBILITIES

- Develop and manage annual budget;

- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting;
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements;
- Administering payroll and employee benefits and organizational insurance; and ensures that all time charges are adequately supported and authorized;
- Ensure that Accounting Unit requests are resolved and communicated in a timely manner to internal and external parties;
- Develop long-range forecasts and maintain long-range financial plans;
- Prepare annual audit and be a liaison with all outside vendor;
- With support from Finance Assistant, prepare the monthly financial report and donor required reports;
- Receive the approved Purchase Requisition Form from Requesting Employee and with prior approval from Country Director for purchase office supplies and other items on the local market must be in strict accordance with procurement procedures;
- Improve the operational systems, processes and policies in support of organizations mission -specifically, support better management reporting, information flow and management, business process and organizational planning;
- Manage and increase the effectiveness and efficiency of Support Services through improvements to each function;
- Play a significant role in long-term planning, including an initiative geared toward operational excellence;
- Oversee overall financial management, planning, systems and controls;
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions;
- Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth; and
- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.

## **REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS**

- Cambodian national;
- University degree, preferably in Economics, Business Administration, Accounting or Finance;
- Strong background and work experience in Finance;
- At least five years experience in a similar role working with NGOs;
- Very good communication skills both verbal and written in Khmer and English;
- Experience in bookkeeping is preferable;
- Excellent computer skills and proficient in excel, word, outlook, and access;
- Experience in supervising staff;
- Ability to prioritise whilst managing expectations;
- Demonstrated leadership and vision in managing staff groups and major programs or initiatives;
- Excellent interpersonal skills and a collaborative management style;
- Budget development and oversight experience;
- A demonstrated commitment to high professional ethical standards and a diverse workplace;
- Knowledge of tax and other compliance implications of non-profit status;
- A dynamic and professional individual with initiative; and

- Delegate responsibilities effectively.

## **APPLICATION REQUIREMENTS**

For more job details and a copy of the relevant position description, please contact us by e-mail: [info@aipf-cambodia.org](mailto:info@aipf-cambodia.org) or contact our Operations unit at Tel: 023 996 519.

Interested applicants are requested to please send their application (including expression of interest; résumé attached with current photo; three references with current email addresses; telephone numbers; and expected salary and benefits) through one of the following methods:

- **Email:** [info@aipf-cambodia.org](mailto:info@aipf-cambodia.org)
- **Physical Mail/In-Person:** 18B, St. 348, Toul Svay Prey I Commune, Boeung Keng Kang District, Phnom Penh

All applications will be carefully vetted including working history and background checks. Application deadline is **9<sup>th</sup> November 2023** before **5.30 PM**.

Only short listed applicants will be notified. Interviews will take place in Phnom Penh and the roles are expected to commence as soon as possible.