

## JOB DESCRIPTION

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<b>Position Title</b>	<b>:</b>	<b>Director of Finance and Business Improvement (FBI)</b>
<b>Department</b>	<b>:</b>	<b>Finance</b>
<b>Report to</b>	<b>:</b>	<b>President</b>
<b>Reportee (if any)</b>	<b>:</b>	<b>All accounting team, Admin procurement</b>
<b>Employer</b>	<b>:</b>	<b>University of Puthisastra</b>
<b>Location</b>	<b>:</b>	<b>Phnom Penh, Cambodia</b>

### **I. Position Summary:**

- Director of FBI works closely with President and Department Heads to oversee the Financial and Business Functions of the University
- Director of FBI supervises Finance, Accounting, Tax and Procurement functions of the university

### **II. Duties and Responsibilities:**

- Responsible for overall supervision of Finance Department to efficiently perform the financial management functions to achieve UP's goals and in compliance within technical standards and tax provisions, including proper recording of line items in the income statement, accounts receivable in the balance sheet and proper cash reconciliation
- Responsible for planning, organising, controlling and monitoring financial resources in order to achieve the University's objectives
- Responsible for monitoring budget vs. actual expenses
- Undertake Internal Monthly Financial Performance reports with Heads of Dept
- Undertake Quarterly reforecasts of Financial Performance under Direction of President
- Prepare yearly budget under Direction of President
- Make recommendations to the management to ensure the overall financial management of UP is sound and in line with the President vision
- Review and approve payments
- Review and approve monthly payroll
- Manage the cash flow forecast
- Handle Annual Tax Returns
- Perform analysis of financial and management reports and submit report to management with recommendations on variance, possible savings and to enable monthly decision making
- Coordinate with departments to develop management account basis for reasonable allocation of revenues and expenses into its relevant cost centers/departments
- Maintain a documented system of accounting policies and procedures
- Monitor movement over fixed assets and ensure proper procurement process for such
- Prepare, monitor and analyze the UP's procedures and internal control systems
- Manage relationships with external parties such as external auditors, bank relationship managers, and tax auditors
- Report to the President and Group about UP monthly and yearly financial performance
- Lead Performance Improvement activities

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- At least 10 years' experience in Finance & Accounting supervision
- Knowledge in Computer Word and Advanced Excel
- Knowledge/experience of Sage ERP would be an asset

#### **2. Education:**

- Master Degree in Accounting and Finance or other equivalent

#### **3. Skills/Competencies:**

- Fluent in written and spoken English
- Proficiency in Khmer preferred
- Accurate documentation and reporting skills
- Ability to work independently while also functioning as a member of a team

#### **4. Personal Quality**

- Solutions oriented
- Demonstrated ability to lead and direct