

Finance & Accounting

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Finance & Accounting

Overview: Jobs in this sub-job family operate in a procedurally defined environment dealing with the regulation, reporting and management of IPC's financial and accounting activities and ensuring compliance with all relevant regulatory, legislative and professional accounting standards and requirements. Jobs at high levels of the sub-job family apply professional financial and accounting expertise and high levels of analytical and innovative thinking to provide sound professional financial and accounting advice to support management.

Jobs in the sub-job family are predominantly differentiated by complexity of tasks undertaken, supervisory scope, magnitude of the allocated area of responsibility and the skills and experience needed.

Level	Profile	Purpose
1	Accountant	Job holders at this level work within a tightly controlled procedural framework to post financial transactions according to defined procedures and instructions while ensuring the accuracy of financial data and compliance to all internal / regulatory protocols. The focus of job holders at this level is on developing an understanding of IPC's finance and accounting workflows.
2	Senior Accountant	Job holders at this level carry out accounting tasks independently but are subject to supervision. They post financial transactions and reconcile accounts to ensure the accuracy of financial data and compliance with all internal / regulatory protocols. Job holders may have responsibility for the instruction and guidance of other junior accountants engaged in routine work.
3	Deputy Finance & Accounting Manager	Job holders at this level are experienced professionals capable of operating with minimal supervision and working within guidelines and procedures and are expected to autonomously prepare more complex, specialised or ad hoc reports. They reconcile accounts and produce financial / accounting reports to ensure that financial data is available for IPC management thus supporting decision-making processes while also ensuring compliance with all relevant internal and statutory controls.
4	Finance & Accounting Manager	Job holders at this level manage a team to ensure the accuracy of financial & accounting data and the maintenance of all internal / regulatory and professional reporting standards. They are primarily concerned with the delivery of day-to-day accounting services with the additional requirement to solve accounting issues escalated from more junior levels.
5	Finance & Accounting Director	Job holders at this level manage finance & accounting activities of a number of departments within the organisation to ensure that IPC fulfils its internal and external regulatory requirements and provides all required financial & accounting information to the business in an accurate and timely manner. Jobs at this level are required to provide analyses, studies, and counsel on all matters of potentially significant financial impact on IPC and to resolve inter-departmental conflict and represent the department internally and externally.

Level 1: Accountant

Job Purpose:

Job holders at this level work within a tightly controlled procedural framework to post financial transactions according to defined procedures and instructions while ensuring the accuracy of financial data and compliance to all internal / regulatory protocols. The focus of job holders at this level is on developing an understanding of IPC's finance and accounting workflows.

Accountabilities:

Description	Key Result Areas
1. Process ledger, carry out day-to-day book-keeping and post entries according to relevant procedures so that all transactions are recorded in a timely and accurate manner.	<ul style="list-style-type: none"> Ensure procedures are followed. Accurate entries and records.
2. Monitor and manage any forms of claims / billing processes / invoices and follow up on any discrepancies or outstanding items.	<ul style="list-style-type: none"> Expedite and ensure smooth facilitation of processes.
3. Carry out initial checks in order to ensure accuracy and consistency of data as well as asset records'	<ul style="list-style-type: none"> Confirmation of data accuracy.
4. Assist in liaising with personnel from other departments / business areas to verify the accuracy of source data so that all financial reports and reconciliations can be relied upon.	<ul style="list-style-type: none"> Effective and timely liaising.
5. Maintain relevant accounting and finance files and information accurately and in line with procedures to ensure ease of access to updated information.	<ul style="list-style-type: none"> Ease of retrieval of information.
6. Develop own professional expertise through optimising on the job training opportunities and formal professional qualifications and through understanding IPC's finance and accounting workflows.	<ul style="list-style-type: none"> Optimized workflows and professional development.
7. Process all transactions according to externally defined legislations, accounting principles and guidelines so that the IPC fulfils all procedural / legislative reporting requirements.	<ul style="list-style-type: none"> Compliance with procedures and legislations.
8. Assist more senior colleagues in their tasks to support in completion of activities.	<ul style="list-style-type: none"> Smooth facilitation of finance & accounting activities

Qualifications & Experience:

- Diploma / Bachelor's degree in Finance, Accounting or related field
- 0-3 years of relevant experience

Technical Competencies:

- Basic understanding of financial and accounting principles, budgeting, grant management compliance
- Basic understanding of financial statements including income statements, balance sheet and cash flow statement
- Basic proficiency in financial and accounting software tools and understanding of grant management systems is advantageous.
- Understanding of audit processes, internal controls, and regulatory compliance to facilitate internal and external audits.

Behavioural Competencies:

- Commercial Awareness: Considering implications of accounting postings into financial results, explores opportunities for minimising potential negative impact
- Concern for Order & Quality: Monitoring and checking for order, own work and others
- Integrity: High level of integrity
- Teamwork & Cooperation: Working cooperatively, seeking and valuing colleagues' opinions / expertise
- Communication Skills: Basic presentation skills to internal stakeholders

Representative Jobs:

- Assistant Account Payable
- Account Payable Officer
- Account Receivable Officer