

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 2: Senior Accountant

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Carry out day-to-day bookkeeping and accounting tasks by checking and auditing the financial data and reconciling accounts.	<ul style="list-style-type: none"> Ensure procedures are followed. Accurate data and reconciliation.
2. Oversee the general ledger, ensuring accurate recording and classification of transactions while maintaining a well-organized chart of accounts.	<ul style="list-style-type: none"> Accurate entries and records. Timely and accurate reports.
3. Ensure that all data recorded in financial systems is accurate so that all financial reports and reconciliations can be relied upon - Identify, investigate and rectify routine errors and anomalies in reports or escalate where appropriate.	<ul style="list-style-type: none"> Strong data accuracy and reliability of reports.
4. Analyse data by monitoring trends of the accounts and contribute to the investigation of anomalies to identify variances and anomalies.	<ul style="list-style-type: none"> Good quality of analysis and identification of variances.
5. Liaise with other departments 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 collaboration and timely liaising.
6. Prepare and analyse financial statements, ensuring accuracy, compliance with accounting standards, and timely reporting to key stakeholders.	<ul style="list-style-type: none"> Timely and accurate reports according to schedules.
7. Analyse standard reports to identify and report on variances.	<ul style="list-style-type: none"> Good quality reports and identification of any variances.
8. Ensure the receipt of complete documentation and necessary data from the IPC's departments, customers and suppliers to ensure file completeness and accuracy for any future reference.	<ul style="list-style-type: none"> Data and documentation completeness and accuracy.
9. Provide feedback on weaknesses of financial processes and controls and escalate it to the next level as appropriate.	<ul style="list-style-type: none"> Quality of feedback and recommendations.
10. Ensure that all transactions are processed 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.

11. Assist in both internal and external audits, providing documentation, explanations, and reconciliations as necessary.	<ul style="list-style-type: none"> • Compliance with procedures and legislations.
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Qualifications & Experience:

- Diploma / Bachelor's degree in Accounting or a related field
- 4-7 years of relevant accounting experience

Technical Competencies:

- Proficiency in preparing and interpreting financial statements, including the income statement, balance sheet, and cash flow statement.
- A strong understanding of Cambodian International Financial Reporting Standards (CIFRS) to ensure compliance in financial reporting.
- Familiarity with accounting software and systems to efficiently manage financial data.
- Proficiency in financial analysis techniques to evaluate trends, risks, and opportunities within the IPC's financial data.
- Understanding of audit processes, internal controls, and regulatory compliance to facilitate internal and external audits.

Behavioural Competencies:

- Attention to Detail: Paying meticulous attention to numbers, data, and financial records to ensure accuracy and minimize errors
- Analytical Thinking: Using a logical and systematic approach to analyse financial data and solve complex problems
- Initiative: Creates opportunities to minimise potential issues for short to medium term
- Integrity: High level of integrity
- Teamwork & Cooperation: Working cooperatively in a team, encouraging colleagues / team members to do so as well, demonstrates valuing colleagues / team members contributions.

Representative Jobs:

- Research Project Accountant