

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 3: Deputy Finance & Accounting Manager

Job Purpose:

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, specialized, 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.

Accountabilities:

Description	Key Result Areas
1. Carry out day-to-day bookkeeping and accounting tasks including auditing of the area - Maintain and control financial and accounting data to ensure accuracy and compliance with requirements.	<ul style="list-style-type: none"> Timely and accurate completion of activities / audits in line with procedures / accounting standards.
2. Provide professional guidance and support to colleagues and internal customers on issues relating to accounting and financial management.	<ul style="list-style-type: none"> Advice provided is up-to-date and customers are satisfied with quality of responses.
3. Ensure the production of reports according to defined schedules to ensure the provision of accurate, timely financial information to assist management decision-making and fulfil legislative / regulatory requirements.	<ul style="list-style-type: none"> Reports produced according to schedules. Accuracy of information aiding management decision making.
4. Prepare non-routine financial statements for management attention as requested in order to support management decision-making.	<ul style="list-style-type: none"> Management feedback. Informed decision making.
5. Contribute to the preparation of key financial statements for a specific area of finance activity to ensure that accurate and timely information is provided to internal and external customers and representatives.	<ul style="list-style-type: none"> Accuracy of financial information. Availability of financial information.
6. Liaise with external bodies and representatives (e.g., regulatory authorities, banks, customers external auditors) and relevant internal customers as required to ensure that any queries are answered in a prompt and efficient manner.	<ul style="list-style-type: none"> Feedback from external customers. Timely provision of information.
7. Assist in the development of new accounting and financial control and management processes, systems or procedures to meet the changing requirements of the business and legislations.	<ul style="list-style-type: none"> Sound recommendations that will help improve efficiency and effectiveness.
8. Continually monitor systems, processes and workflows in order to identify opportunities for improvement, streamlining and cost efficiencies.	<ul style="list-style-type: none"> Timely identification of opportunities and for corrective actions to be taken.
9. Coordinate internal and external audits, ensuring timely completion and accurate responses to audit findings.	<ul style="list-style-type: none"> Smooth execution of audit activities.

Qualifications & Experience:

- Bachelor's degree in accounting or related field
- CPA or similar certification is an added advantage
- 7-9 years of relevant accounting experience

Technical Competencies:

- Proficiency in preparing, reviewing, and interpreting financial statements, including income statements, balance sheets, and cash flow statements.
- A strong understanding of Cambodian International Financial Reporting Standards (CIFRS) to ensure compliance in financial reporting.
- Skilled in conducting comprehensive financial analysis, including variance analysis, to identify trends, risks, and opportunities.
- Experience in budget preparation, financial forecasting, and variance analysis to support financial planning and decision-making.
- Knowledge of audit processes, internal controls, and the ability to implement and maintain strong control procedures.
- Familiarity with financial software, systems, and tools to streamline financial operations and reporting.
- Basic leadership skills to lead and manage a team

Behavioural Competencies:

- Concern for Order & Quality: Developing and improving existing ways of ensuring order in his / her area and keeping track of existing information appropriately.
- Teamwork & Cooperation: Working cooperatively, seeking and valuing colleagues' opinions / expertise.
- Achievement Orientation: Driving results striving for improvement of personal performance.
- Proactive: Taking own initiative to keep expertise up to date
- Conceptual Thinking: Recognising trends and applying theories or models into current situations to bring a clarity on a topic or support further analysis for appropriate decision making.

Representative Jobs:

- Deputy Accounting Manager