

## 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	<b>Accountant</b>	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	<b>Senior Accountant</b>	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	<b>Deputy Finance &amp; Accounting Manager</b>	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	<b>Finance &amp; Accounting Manager</b>	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	<b>Finance &amp; Accounting Director</b>	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 5: Finance & Accounting Director

### Job Purpose:

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.

### Accountabilities:

Description	Key Result Areas
1. Manage the operations by providing financial & accounting expertise, encouraging and ensuring teamwork, and aligning work processes to achieve high performance standards, targets and objectives while ensuring employee engagement in a motivated work environment.	<ul style="list-style-type: none"> <li>Effective management of departmental operations.</li> </ul>
2. Organise and supervise the financial & accounting activities and workloads of managers and apply proper control in order to maximize individual and departmental performance.	<ul style="list-style-type: none"> <li>Effective supervision of managers.</li> <li>Improved individual and departmental performance.</li> </ul>
3. Provide guidance and support to managers, including coaching and training / development, and act as a point of reference for the department.	<ul style="list-style-type: none"> <li>Recognizes and acts upon training and development needs.</li> <li>Effectively advice and support provided</li> </ul>
4. Set the financial & accounting policies and procedures of the department so that all procedural / statutory requirements are fulfilled while providing quality and cost-effective service.	<ul style="list-style-type: none"> <li>Financial &amp; accounting policies and procedures are in place and are in compliance with statutory and other requirements.</li> </ul>
5. Manage and ensure the production of key financial statements for IPC according to stated schedules so that the organisation complies with statutory reporting requirements and heads of units / directors in other departments are accurately informed of financial performance.	<ul style="list-style-type: none"> <li>Financial statements produced according to schedule / accounting principles.</li> <li>Accurate information provided.</li> </ul>
6. Provide high-level and strategic consultative advice, as required, to senior management to allow the realisation of cost savings or revenue enhancing opportunities.	<ul style="list-style-type: none"> <li>Sound advice and recommendations.</li> <li>Cost savings / revenue enhancements achieved.</li> </ul>
7. Act as the primary agent for conflict resolution in the Finance & Accounting department to ensure continued alignment of direction and to maximize synergy within the department.	<ul style="list-style-type: none"> <li>Minimal conflicts and quick resolutions.</li> <li>Alignment of direction and synergy within the department.</li> </ul>

**PASTEUR NETWORK**

8. Represent the department both internally within IPC (including networking activities) and externally to ensure proper representation of the internal image of the department and the external image of IPC.	<ul style="list-style-type: none"> <li>• Proper representation of IPC to other stakeholders</li> </ul>
9. Ensure the completion of internal and annual statutory audits as per agreed schedules so that IPC meets its statutory obligations and financial risk is minimised.	<ul style="list-style-type: none"> <li>• Satisfactory sign-off from external auditors.</li> <li>• Strong audit rating.</li> </ul>
10. Lead identification of opportunities for improvement, streamlining, and improving cost efficiencies through continually monitoring of financial & accounting systems, processes and workflows.	<ul style="list-style-type: none"> <li>• Sound recommendations that will help improve efficiency and effectiveness.</li> </ul>

**Qualifications & Experience:**

- Bachelor's degree in accounting, finance or related field
- CPA or similar certification / MBA
- At least 12-15+ years of relevant accounting experience including research industry experience, of which at least 3-5 years are in a managerial capacity

**Technical Competencies:**

- Proficiency in reviewing and interpreting financial statements, including income statements, balance sheets, and cash flow statements, to ensure the accuracy of financial reporting.
- A strong understanding of Cambodian International Financial Reporting Standards (CIFRS) to ensure compliance in financial reporting.
- Skilled in conducting and interpreting comprehensive financial analysis, including variance analysis, to identify trends, risks, and opportunities.
- Skilled in leading the budget preparation, financial forecasting, and variance analysis to provide insights and support financial planning and decision-making.
- Knowledge of audit processes, internal controls, and the ability to implement and maintain strong control procedures for the organisation.
- Familiarity with financial software, systems, and tools to evaluate, select and implement financial systems to help streamline financial operations and reporting.
- Knowledge in assessing and managing financial risk through the development and implementation of risk management strategies.
- Possess good communications skills to effectively communicate financial information and lead discussions / negotiations with various stakeholders.
- Possess good leadership skills to provide strong leadership, direction, and guidance to the team.

**Behavioural Competencies:**

- Financial Risk Management: A strong understanding of risk management and be capable of identifying, assessing and mitigating financial risks that could impact the organisation.



#### PASTEUR NETWORK

- Conceptual Thinking: Making complex financial analysis clear and understandable for others (e.g., team or outside department) to make informed decision and support strategic planning.
- Integrity: High level of ethical standards and integrity
- Impact & Influence: Lead and inspire the team towards the desired results for the benefit of the department, attentive to developing network, plans tactics and strategies to achieve impact.
- Teamwork & Cooperation: Guiding and developing team members, encouraging team members to work cooperatively, demonstrates valuing team members contributions

#### **Representative Jobs:**

- Finance & Administrative Director