

JOB PROFILE

JOB FRAMEWORK

Job Title: Junior Accountant

Job location : EU Delegation Cambodia

Job no: 159340-48845-132049

Category : AL III

Situation: VACANT

JOB CONTENT

Overall purpose :

Assistance to the Administrative Section, handling matters related to budgetary and accounting transactions using the ABAC software (Accrual Based Accounting) of the European Union) and other general administrative and human resources matters.

Functions and Duties

- **Budget Monitoring:** Monitor the Administrative budget by maintaining up-to-date and accurate Xcel data.
- **Ex-Post Control:** Prepare the follow-up to ex-post control requests within the required deadlines and transmit to headquarters.
- **Press & Information:** Act as financial initiating agent to ensure all payments are correctly processed according to the financial regulations and instructions from HQ using ABAC system and respecting all deadlines. Assist in the preparation of all relevant reports.
- **Mission reimbursement:** Act as financial initiating agent to calculate and process staff mission reimbursements following accordance with the mission guide and Implementation Rules.
- **Payments:** Act as financial initiating agent and ensure all payments for administrative budget are processed according to the Financial Regulations and instructions from HQ using ABAC system and respecting all deadlines.
- **Third Party:** Act as financial initiating agent to coordinate and encode all requirements for 3rd party data in ABAC system.
- **Revenue:** Ensure all revenue (VAT, private calls, mission costs etc.) are processed according to the Financial Regulations and instructions from HQ using ABAC system and respecting all deadlines.
- **Commitments:** Act as financial initiating agent to process commitments on budgetary lines.
- **Exception Reporting:** Ensure all exceptions to the financial rules and regulations are registered and maintain the Exception Report File in accordance with instructions from Ex-Post Control.
- **Budget Preparation:** Assist in the preparation of the annual Administrative budget and the mid-term review.
- **Reporting:** Assist in the preparation of all reports on Administrative expenditure.
- **Local Staff:** Calculate and prepare monthly salaries, provident fund and severance grant for local staff using EdelHRM and ABAC systems.
- **Filing:** Maintain the Imprest Account files and all other financial files up-to-date and in a secure environment, in compliance with the regulations.
- **Survey:** Carry out surveys as required (e.g. taxis, fuel costs, bank services, rental cars, medical costs etc.) in accordance with the Financial Regulations and Implementing Rules.
- **Other administrative tasks:** Carry out other administrative tasks as assigned by the Head of Administration and/or the Head of Delegation.

JOB REQUIREMENTS

EDUCATION AND TRAINING

Qualification in Accounting & Business Administration.

EXPERIENCE

- Minimum 2 years experience in relevant field.
- Previous experience in a diplomatic mission or international organisation is an asset.
- Previous experience of EC procedures in related matters would be an advantage.

KNOWLEDGE

Specialist knowledge

- Accountant, administration and management
- Local Legislation – particularly concerning property and employment

Technical knowledge (know how)

- Excellent computer literacy in key software packages (WORD, EXCEL, Outlook)
- Very good ability to retrieve essential documents/instructions from various Commission sources related to the assigned job.

SKILLS

Linguistic skills

- Excellent knowledge of English and Khmer languages.
- Knowledge of French language is an advantage.

Communication skills

- Excellent oral and written communications skills in English and Khmer.

Interpersonal skills

- Good sense of initiative and able to work independently and in a team.
- Ability to work in a multicultural environment.

Intellectual skills

- Excellent ability to understand and contribute to effective and efficient administration.
- Very good problem-solving skills.

Management skills

- Excellent Capacity to focus on priorities and to organize work and to deliver on time.
- Very good ability to negotiate at all levels in a multicultural and multilingual environment.
- Very good ability to produce high-quality results within tight deadlines.

Personal qualities

- Very good commitment to assure quality; speed and accuracy in performing technical and procedural duties.
- Good sense of initiative and able to work independently.