



SILAKA Job Description

Grant and Financial Management Officer (GFMF)

As of August 8, 2018

Summary Responsibility:

Position Title	Grant and Financial Management Officer	Over all Responsibilities
Responsible to	Project Manager	S/he is responsible for overall management of SILAKA Sub-grant partners, including development of tools and policies for selection of partners and monitoring of operation of the project implementation of partners and communication with all stakeholders.
Supervise	5 sub-grant partners	

Salaries range: \$600- \$650

Detail Tasks:

- *Overall management of the organization*
 1. Oversee the selection of sub-grantees to implement selective activities of the Close-Gap project, including the drafting of tools and references for implementation of activities;
 2. Coordinate with Sub-grant leadership to plan the activities, including organizing learning and planning events to implement the activities.
 3. Initiate plan for communication and monitoring of activities;
 4. Coordinate with other relevant staff/department on status of activities and financial expenditures;
 5. Develop system for field monitoring with other staff as to avoid duplicating the effort;
 6. Develop and time schedule to draft planning of activities and cash flow projection for the partners on a timely basis;
 7. Seek opportunities to networking and contact for the project and partners;
 8. Coordinate with other project component to plan field trip to the provinces to monitor the activities of partners;
 9. Solve problems including both program, projects and staff as they arise;
- *Financial Management:*
 10. Oversee the development of budget planning for cash flow requirement for the month and for the quarter;
 11. Develop and refine policies of financial management of partners in compliance with donor's requirement;

12. Remind partners of schedule to submit the report on a timely basis;
13. Incorporate with Admin. for procurement in compliance with SILAKA's policies and procedures and donor requirements;
14. Advance for project activities.
 - a. Review and certify the validity and reasonableness of payments;
 - b. Ensure that clearance advance is properly prepared and signed by the authorized signatories.
15. Budgets and projections:
 - a. With the guidance of the Finance Supervisor, prepare budgets and projections and make revisions as needed and requested
16. Reporting:
 - a. Ensure that all outstanding advances by the concerned staff are liquidated accordingly.
17. General & Grant Finance Management:
 - a. Identify and respond to problems and crises, as appropriate;
 - b. Participate in and contribute to meetings and professional development activities, as needed or directed.
 - c. Reviewing sub-contractor's financial statements.
18. Maintaining confidentiality in financial and grant management of the project
- *Program Development, and strategic planning:*
 1. Facilitate partners in develop bi-weekly planning and in doing monthly reporting;
 2. Support partners in reviewing the plan and amend if necessary;
 3. Consolidate partners plan and report to submit to Project Manager;
 4. Report of any problems and challenges to Project Manager when they arise;
- *Communication with key Government partners namely MOWA and NCDD, CSO partners, and the public:*
 5. Map stakeholders and maintain a list and line of communication;
 6. Spoke on behalf of SILAKA at on media outlets;
 7. Participate with other CSOS on join initiative and project;
 8. Participate in national and regional platform to share local context on how it affects the project;
 9. Monitor SILAKA compliance with donor policy on project activities and financial management; and
 10. Others task as assigned by the Project Manager.

Key skills and qualifications:

1. Be a Cambodian with at least 3 year experiences as organizational management of an organization, preferably in the non-profit sector;
2. Has at least a university degree or comparable experiences in the field in the social sector field;

3. Fluent and belief in human rights and women rights and skills in advocacy plan and activities at the national and regional level;
4. Knowledge of the government agencies at the national, sub-national level and of women machinery;
5. Show ability to conduct and facilitate project activities planning and financial planning;
6. Possess leadership ability to motivate and supervise staff, and partners;
7. Ability to interpret policies and plan;
8. Good presentation and communication skills with different stakeholders;
9. Knowledge on local financial requirement of donor and government;
10. Ability to consolidate activities and financial report to supervisor;
11. Fluent in speaking, writing and reading and high quality report writing in Khmer and English;
12. Other tasks as assigned by ED.

Attitude:

1. Team player, cooperative/supportive to colleagues
2. Results oriented
3. Patient and responsible
4. Uses resources responsibly
5. Encourages sharing of best practices
6. Adheres to rules and regulations
7. Flexible and with sense of humors

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most update CV to silaka@silaka.org by August 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of September 2018. Successful applicants should be able to start working by the beginning of October 2018.