



JOB DESCRIPTION

Position Title	:	Financial Analysis Manager
Department	:	Finance
Report to	:	Director of Finance
Reportee (if any)	:	Financial Analyst
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary:

This role works closely work closely with Finance Director and assist the finance director in financial management support of funding/grant, health center, other incomes monitoring, management accounting function and budget/forecasting preparation.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

1. Assist management for Budget/forecasting preparation
 - Assist finance director to collect information and prepare budget planning
 - to check and reconcile data from faculty/department
 - assist finance director to prepare annual budgeting for internal and group requirement
 - Support and work closely with faculties/departments on annual budget planning
 - Assist finance director to collect information and regularly update reforecasting
2. Assist finance director on management accounting function:
 - Prepare quarterly management performance report for group reporting requirement
 - Prepare monthly management report with variance analysis and submit to finance director for review
 - Check and reconcile department cost centers and make adjustments on a monthly basis
 - Assist finance director to review monthly financial reports to improve quality of reporting in terms of data accuracy, completeness of data, accrual expense, recognized incomes, and other incomes
3. Financial management support of funding/grant
 - To bookkeeping of incomes/expense on grant/fund project
 - To prepare report of funding/grant
 - To prepare and provide financial report of grant/project upon request from grant project manager/faculty
 - Regularly update management on funding position and balance to minimize funding issues
 - monthly reconcile and adjustment on grant funding
 - to coordinate and support to faculty on funding balance

4. Financial management support of health centre
 - Prepare health centre income tracking report
 - regularly checking bookkeeping health centre income and expenses
 - coordinate accounting team to correct error on health centre bookkeeping
 - provide financial support to health centre including POS bank set up, online payment
5. Other incomes monitoring:
 - To verify other incomes payment transaction from faculty (Eg. CPD, dental courses, etc.)
 - Regular monitor, check and review performance of faculty other incomes (Eg. CPD, workshop, sponsorship, etc.)
 - regular update CPD report (incomes and expenses)
 - Prepare and review other incomes monthly report and submit to finance director by deadline
 - To lead team member to achieve goal and better outcome
 - Promotes about UP
 - Develops and maintains good working relationship with other department/faculties
 - Performs other duties as requested by his/her line manager

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 5-7 years' experience in the field of financial management
- Experience with financial analysis, budgeting and reporting
- Experience with leadership is advantage
- Knowledge in Computer Word and Advanced Excel;
- Knowledge/experience of financial system such as (Odoo system, etc)

2. Education:

- Bachelor Degree in Accounting and Finance or other equivalent
- Master Degree in Accounting and Finance
- Pursuing ACCA (professional accounting degree) is advantage

3. Skills/Competencies:

- Good written and spoken English
- Effective communication and reporting skills.
- Ability to work independently while also functioning as a member of a team.

4. Personal Quality

- Good attitude and behaviour
- Be able to work well in a team
- Can work independently