



ACTION FOR RESEARCH AND DEVELOPMENT

Job Announcement Administration and Finance Officer

Action for Research and Development (**ARD**) is a not-for-profit research and development non governmental organization specialized in the field of *human resource development, ecological agriculture and rural development, natural resource and environment management*. Currently, ARD are implementing Livelihood and Natural Resource projects in Phnom Sruoch and Oral district of Kampong Speu Province.

At currently, ARD is opening for all interested candidates to apply for the position of **Administration and Finance Officer based in Phnom Penh**.

Main Responsibilities:

- To manage day to day works of admin and finance flow
- To check the expenditure documents followed strictly to the financial policy and formats.
- To produce financial report responded to the required format from Donors and Organizations.
- To prepare administration letter and communicate with involved Institutions and NGOs to ensure the information will be shared and received
- To produce inventory list and manage all organizational property.

Minimum Qualification:

- Bachelor Degree with working experiences at least 2-3 years related to the Finance/Accounting
- Demonstrated strong capacity in respecting the organizational policy/procedure
- Must be a critical thinking and initiative person
- Excellent knowledge of using computer (Ms Word, Ms Excel, Peachtree, and QuickBooks program , Internet, Email)
- Demonstrated strong team work and can use with good English language both writing and speaking

All Interest candidates who meet the above qualification are invited to submit Cover Letter and CV with a current photo to address below not later than **23 June 2008**.

Women are strongly encourage to apply

Action for Research and Development (ARD)

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