



Kampuchea Action to Promote Education

Job Announcement for Position Project Finance and Admin Officer Based in Kampong Chhnang Province

Kampuchea Action Promote Education, a local NGO based in Kampong Cham, seeks a qualified **National Candidate** as Position **Project Finance and Admin Officer based in Kampong Chhnang Province**, activities in 25 schools the two Project for **(1. Education for Youth Employment in Cambodia EYE/BMZ) (2. Children's Learning Access to Support and Sustainability CLASS/WeWorld)**. The **Starting 01 November 2025 to 31 October 2028**.

The **Project Finance and Admin Officer** will provide assistance to the Provincial Coordinator and Project Officers in order to ensure proper financial and administrative support. She/he will collaborate closely with KAPE Head Office Financial and Human Resources Managers, who will directly support and supervise the Financial/Administrative Officer's work.

Main Duties:

- Ensure all financial transactions – grants, procurement, purchases, travel, etc. – are properly documented in compliance with internal procedures and donor requirements.
- Prepare timely monthly, quarterly and yearly financial reports and supporting documentation, in coordination with the Project Manager and central KAPE office in Kampong Cham
- Manage and monitor expenses v project budget, highlighting variances and resource allocation to Finance Director and Project Manager and to other relevant staff.
- Do the orientation to cluster director, school director and program staff at the start of each fiscal year.
- Assist Provincial Coordinator to deal with problems with all departments.
- Actively participate in and contribute to the annual planning process and ensure timely submission of annual budget plans with the Technical Adviser
- Support relevant staff in the development of new project proposals, budgets and reports
- Review/Count inventory list with Provincial every quarter based on KAPE policy and audit requirement.
- Update and develop a donor database.
- Provide administrative support to the project staff and ensure project documents are filed correctly.
- Carry out other HR, administrative and finance tasks as required.
- Comply with all KAPE internal Policies and procedures.

Requirements:

- **Cambodian National Only (Female are encouraged to apply)**
- **BBA of Accounting and Finance or a related area is essential.**
- **Minimum 2 years' experience in a Finance and Administration position**
- **Knowledge of financial systems and implementing internal controls**
- **Confident/proficient in the use of QuickBook - with advanced Excel skills**
- **Previous experience working in NGO is highly desirable.**
- **Ability to communicate in English is an advantage.**

Interested candidates should submit their CV (maximum 3 pages), including three (3) references to the email contact. The full TOR for the position is available on request.

KAPE is committed to Prevention of Sexual Exploitation and Abuse Policy (PSEA), Gender Equality, Disability and Social Inclusion Policy (GEDSI) and Child Protection and Child Safeguarding Policy (CPCS). We reserve the right to terminate employment of staff, should background checks reveal that children may be at risk.

Women, ethnic minorities, and people with disabilities are encouraged to apply for all KAPE positions.

The salary scale will range from 2,888,000Riel - 3,032,000Riel based on previous background.

Closing date for submission of applications is **14 December 2025, 5:00 PM**. Only short-listed candidates will be contacted for an interview at sub KAPE Office in Kampong Chhnang Province.

How to apply. Attention: KAPE Main Office, c/o Provincial Teacher Training College, Kampong Cham Town, Kampong Cham Province (Attention Mr. Chhuon Saran, HR and Admin Manager) by email at: saran@kapekh.org and CC to Mrs. Than Sreyvy, Grant Manager email: than.sreyvy@kapekh.org or Tel: 012 752 553; 096 464 7777.