



## **Announcement Description**

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National Center for HIV/AIDS, Dermatology and STD (NCHADS) of the Ministry of Health has received funding from the US CDC under Cooperative Agreement for the project entitled: Strengthening the Cambodian Ministry of Health Systems and Capacity to End HIV as a Public Health Threat and Sustain HIV Epidemic Control through Supporting the National Center for HIV/AIDS Dermatology and STD (NCHADS) under PEPFAR-2023.

Currently NCHADS is seeking for qualified candidates to work under the NCHADS - US CDC project for following position:

Announcement Position

### **PROJECT ACCOUNTANT**

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Location: National Center for HIV/AIDS, Dermatology and STDs.

Schedule: Full-time

Salary: \$600 - \$650

Accountable/Report to: Finance Manager

### **SUMMARY OF THE POSITION**

The Project Accountant will assist the NCHADS-US CDC Finance Manager to oversee the NCHADS's Subcomponents of Phnom Penh Municipality Health Department under the scope of the project "Strengthening the Cambodian Ministry of Health Systems and Capacity to End HIV as a Public Health Threat and Sustain HIV Epidemic Control through Supporting the National Center for HIV/AIDS Dermatology and STD (NCHADS) and PEPFAR" to support and coordinate the project activities in the areas of budget Management and financial reporting to NCHADS.

He/she will directly report to Finance Manager of NCHADS – US CDC, he/she will work under the administrative supervision of the Deputy Director/Business Official of NCHADS.

### **Specific Responsibilities:**

- Checking and verify provincial documents of Phnom Penh Municipal Health Department, Battambang and Siem Reap Provincial Health Departments and make replenishment.
- Keeping Phnom Penh, Battambang and Siem Reap accounting files updated regularly.
- Assisting to prepare all payment vouchers and expenditure documents and make payment to supplier, provincial, staff, contractor and NCHADS activities.
- Assisting to monitor work plan and budget plan for Units.
- Assisting to prepare advance, liquidation, and reimbursement voucher of supervision for Units.
- Control Time sheet and leave sheet for Provincial Contract Staff.

- Assisting to prepare monthly bank reconciliation statement and petty cash reconciliation.
- Collaborate with Bank to get bank statement, advice, fund transfer and others.
- Handle project petty cash account Posting Accounting System (Quick Book Pro)
- Maintain the computer accounting documents and responsible for connecting computer network in the accounting file.
- Responsible as a coordinator in workshop / training and make clearly follow guideline and SOP.
- Any other duties assigned by Finance Manager and NCHADS Director.

**Requirements:**

- At least three years of work experience in the field of accounting,
- Bachelor's Degree in Accountancy or related field,
- Accountancy Certification from an accredited financial/Accounting institute.
- Good in written and spoken English and Khmer.
- Computer literacy, fully competent in MS word, Excel programs, Quick Book Pro.

**Contact Detail**

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National Center for HIV/AIDS, on 1st floor of National Center for HIV/AIDS, Dermatology and STDs No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Chroy Chanva, Phnom Penh.

**Deadline: February 12, 2024.**

Contact Name: National Center for HIV/AIDS Dermatology and STDs (NCHADS)

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