



**យុវសន្តិភាព**

**Youth For Peace**

ផ្ទះលេខ 4-6 G ផ្លូវលេខ ៥១៣ សង្កាត់ បឹងកក I ខ័ណ្ឌទួលគោក រាជធានីភ្នំពេញ ។

ទូរស័ព្ទ/ ទូរសារលេខ : (855) 23 881 346

អ៊ីមែល: [admin@yfpcambodia.org](mailto:admin@yfpcambodia.org)

គេហទំព័រ: [www.yfpcambodia.org](http://www.yfpcambodia.org)

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**Job Announcement**  
**Position: Finance Officer**  
**(Cambodian Female only)**

YFP is a local non-profit organization based in Phnom Penh of Cambodia. We work with young people on peace education, conflict resolution, leadership for youth initiatives and reconciliation program on the past of the KR. More information about YFP, please visit our website: [www.yfpcambodia.org](http://www.yfpcambodia.org).

Youth for Peace is currently looking for one suitably qualified and motivated Cambodian national candidate to fulfill the positions as Finance Officer. The positions will be based in Phnom Penh. Below are the criteria and responsibilities of the position:

**Qualifications**

- Bachelor degree in accounting, management or related fields
- At least 2 year experience as a financial officer/manager and 2 year experience as supervisor
- Experience working with youth preferable
- Willing to work for social change
- Computer Literacy: Word, Excel, QuickBooks
- Able to speak and write in English and Khmer
- Able to work in a team
- Preference to candidates with volunteer experience
- Be honest, open mind, reliable, self-motivated, and have good communication skills

**Roles and Responsibilities**

- Manage computerized financial accounting system (QuickBooks)
- Prepare reports to donors as needed
- Maintain and monitor bank account
- Make deposits and withdrawals
- Assist in preparation of annual budget
- Monitor overall budget
- Assist staff in monitoring project budget
- Prepare budget comparisons every three months as needed
- Oversee in prepare payroll for staff
- Supervise staff and volunteers
- Manage income tax (if needed)

Interested candidates should submit their applications, including CV and Cover letter to YFP administration office with attention to Executive Director of Youth for Peace. Please contact us through house #4-6 Street 513 Sangkat Boeungkok I, Khan Tuolkork, and phone number: (855-23) 881 346. The application should be submitted no later than January 20, 2011 by 4:00PM.

YFP Application form and detailed job description are available at [www.yfpcambodia.org](http://www.yfpcambodia.org)