



Job Description & Candidate Qualifications

Position Title:	Grants & Finance Intern
Reports to:	Senior Finance Officer
Unit:	Finance
Duration of Contract:	6 months (possible to one year extension)
Location of Work:	Phnom Penh, Pact Cambodia office
Other Work Conditions:	Fulltime
Allowance:	Support of monthly stipend and phone card, and accident insurance.

General Description

The Grants & Finance Intern is a member of the finance team of Pact in Cambodia and is responsible to assist in verifying receipts/invoices and other supporting documents to ensure that they are complete, accurate, and properly incurred; and assist in photocopying, scanning, and filing of financial documents of Pact and from Pact sub-grantees. S/he reports directly to the Senior Finance Officer and will apply Pact code of ethics across all aspects of daily work.

Specific Duties and Responsibilities

- Assist in reviewing financial records, reports, and supporting documents from Pact sub grantees.
- Assist in reviewing and verifying receipts/invoices and other supporting documents to ensure that those receipts/invoices and other supporting documents are completeness, accuracy, and properly incurred. Double check the mathematical calculation of the receipts/invoices and supporting documents, and make sure the amount and items claimed are in agreement and approval.
- Assist in photocopying, scanning, and filing of financial documents of Pact and from Pact sub-grantees.
- Assist in processing payment to suppliers/vendors.
- Participate in Pact meetings, trainings, workshops, and other events if requested.
- Perform other relevant duties as assigned by Finance staff.

Job Requirement and Qualifications

- Cambodian National only
- At least in year 3 of university study in finance and accounting but hold Bachelor Degree is preferred.
- Proven a strong computer skills and knowledge with Microsoft Office (Excel, Word, and PowerPoint) and computerized accounting system (QuickBooks, Peachtree).
- Good presentation, facilitation and interpersonal skills.
- Willing to learn new skills and be able travel to the fields at provinces.