

Internal Controller (Urgent): (1 position) base in Phnom Penh

Pour un Sourire d' Enfant (PSE) is a non-profit organization, established at the end of 1995 in Cambodia, working to provide food, shelter, medical care, general education and vocational training to children needing support. We are working with underprivileged children, children living in poverty, and without any formal education. We help more than 6,500 children in Phnom Penh, Sihanouk Ville and Siem Reap.

- ✚ **Competitive salary base on qualification and other benefits**
- ✚ **Annual leaves 18 days per year, sick leaves 14 days per year, and other leaves as followed to the local labour law.**

Main responsibilities:

Internal Controller & Management Control, S/he will create a yearly internal review plan with PSE general management and will conduct full audit cycles, including financial audit and risk management, conduct reviews of all operating procedures to determine any potential hazards or breaches of conduct. S/he will ensure that identified risks are under control, so as to act for the good of the entire organization. Management control over operations' effectiveness, financial reliability. Works closely with all the department directors to carry out the accurate submission of data to be input in PSE dashboards. This position is cross-functional and requires an in-depth understanding of all PSE programs, projects, support services, cost structure and funding resources. S/he will not manage staff and budget.

- To broadly analyses and understand operation's policies and procedures of PSE as a whole and the programming structure of PSE.
- To work directly with all relevant directors to define and collectively elaborate internal control procedures and tools to prevent and mitigate risks and policy compliances.
- Perform and manage the full internal audit cycle including risk management Ensure compliance with all applicable Memos and PSE policies.
- Obtain, analyses and evaluate accounting documentation (invoices, receipts and vouchers etc), and previous reports, data if required.
- Prepare and present reports that reflect internal audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify weaknesses in PSE's work processes, recommend and implement methods to minimize risks
- Work positively with all relevant directors to conduct follow up of internal audit recommendations, thus providing a full and proper documentation.

Job Requirements:

- Master's degree in Economics or Business Studies or finance/accounting
- Minimum 5 years' experience in finance and audit
- Ability to perform cost analysis
- Mastery of Excel and databases
- Excellent written and spoken Khmer & English
- Relationship builder, powers of persuasion
- Strong analytical skills (prior experience with Microsoft Excel)
- Excellent organizational & planning skills
- Strong in using and training other on financial systems

Interested candidates please send your application (CV and Cover Letter) or application in hard copies to the below address before **15th August 2020**.

Email: recruitment@pse.ngo

Contact Person: Mr. THOY Sopheak

Contact Number: +855 (0)77 777 173 (extension: 111) / 098 232 666, Telegram: 098 232 666

Address of Organization: No. 402, Trea village, Sangkat Steung Meanchey, Khan Meanchey, Phnom Penh.

PSE employees at any levels ought to respect and follow the Child Protection Policies.

PSE is an Equal Opportunity Employer and as such does not discriminate against employees or applicants on any basis prohibited by law.

Qualified women and Disabled people are encouraged to apply.

➤ **Note: Only shortlisted candidates will be contacted for interview!!!**