

Position Description

Finance Coordinator



Position Title	Finance Coordinator
Work Area	Australia Awards Cambodia
Supervisor	Finance and Operations Manager
Incumbent	NA

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

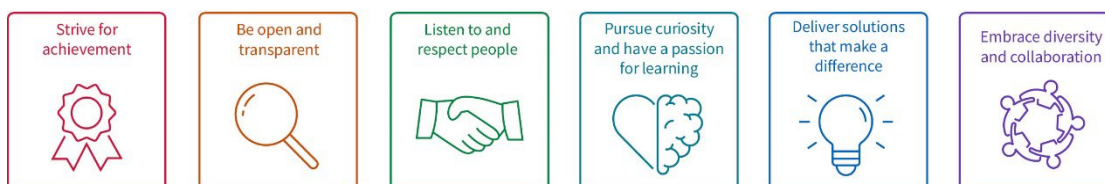
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Program

Australia Awards Cambodia (AAC) is a multi-year program (2026 to 2031) managed by Tetra Tech International Development on behalf of the Australian Government, represented by the Department of Foreign Affairs and Trade (DFAT).

AAC's **Goal** is to support Cambodia to achieve its development goals through education and knowledge transfer and to build enduring relationships with Australia that advance mutual interests.

AAC targets two End-of-Program Outcomes (**EOPOs**) and four Intermediate Outcomes (**IOs**) to realise this Goal:

EOPO 1: Alumni apply their skills, knowledge, and networks to contribute to sustainable development and national development priorities in Cambodia.

EOPO 2: Alumni foster enduring, mutually beneficial relationships between Australia and Cambodia through professional collaboration, institutional partnerships, and shared development goals.

IO 1: Alumni possess the necessary skills and knowledge to contribute effectively to development outcomes aligned with Cambodia's national strategies and Australia's development cooperation priorities.

IO 2: Women and gender-diverse scholars have equitable access to, retention in, and completion of Australian scholarships, leading to increased representation in leadership, decision-making, in non-traditional sectors.

IO 3: Alumni view Australia, Australians, and Australian education and expertise positively, reinforcing Australia's reputation in Cambodia as a trusted partner and preferred education destination.

IO 4: Educational institutions, training providers, and businesses in Australia and Cambodia collaborate through partnerships that support innovation, workforce development, and knowledge exchange.

AAC provides access to prestigious long and short-term study and training opportunities consistent with AAC's Goal. AAC program core components are:

- Australia Awards Scholarships;
- Australia Awards Short Courses; and
- Australia Awards Enabling Activities (including the Equity Pathways Program, On-Award Enrichment, Alumni Engagement and other targeted initiatives that align with Cambodia's development priorities).

Strengthening Gender Equality, Disability and Social Inclusion (GEDSI), localisation and climate change considerations, are cross-cutting priorities of the program.

AAC aligns all its work to the overarching Goal and the EOPOs, IOs and cross-cutting priorities.

Purpose and Objectives

The Finance Coordinator is responsible for supporting the Finance and Operations Manager in managing program accounts, maintaining appropriate financial controls, facilitating payment requests, implementing financial compliance measures and ensuring transparency and fraud awareness within the program, in accordance with the AAC Operations Manual and Tetra Tech policy and procedures.

This includes assisting with budgeting/forecasting, financial reporting, coordination of financial processes, payment processing, accounting expenditure, operating, and administering bank accounts, ensuring funds supply, preparing expenditure and forecast reports/information, preparing, and submitting monthly accounts. The Finance Coordinator is also responsible to ensure the accuracy and integrity of financial data, assist in the preparation of financial statements, and facilitate smooth financial operations for the day-to-day management of the program.

As a member of AAC, the Finance Coordinator fosters continuous improvement and innovation, ensures quality delivery, and maximises possible program outcomes for AAC.

Key Responsibilities

Key responsibilities include:

Finance Administration

- Assist the Finance and Operations Manager in meeting the overall finance and accounting obligations for the program.
- Process day-to-day payments for all program expenditures.
- Review and verify correctness of payment requests, including supporting documents in line with internal policies and procedures.
- Prepare Payroll and payslip for national staff.
- Ensure timely transactions, bank reconciliation and liaise with bank on related issues.
- Be responsible for the preparation of relevant financial reports and spreadsheets.
- Prepare, book transactions into QuickBooks and submit monthly reconciliation reports, recode incorrect transactions.
- Assist with maintenance and replenishment of program funds request.
- Provide financial advice and respond to financial inquiries when needed to the program team.
- Maintain the accounts filing system to ensure it is sufficient and orderly and enables information to be retrieved efficiently.
- Maintaining accurate and up-to-date financial records, adhering to AAC policies and procedures
- Liaise with Cambodian local tax officers, social insurance officers, bank officers on related issues.
- Support the VAT refund process for the program to the General Department of Taxation.
- Support on monthly salary and withholding tax (WHT) declaration for the program to General Department of Taxation.
- Assist the Finance and Operations Manager in delivering training on financial management, policies and process including inductions for staff and partners.
- Assist the Finance and Operations Manager in the regular review and updating of the standard operating procedures in the Operations Manual.
- Assist the Finance and Operations Manager in generating requested financial reports for managers, including Annual Reports, Annual Plans, and Progress Reports.
- Ensure that all administrative and office duties are carried out in adherence to program procedures and policies.
- Provide input to and contribute to continuous improvement for Finance, Operations and across the program as an AAC team member

Work as part of collaborative team

- contribute to effective collaboration across the AAC team to support the establishment of a constructive, team-based culture and delivery of key program-wide results
- actively contribute to AAC team meetings
- actively contribute to activity review processes in AAC as part of the continuous improvement and reporting of program activities, and by the monitoring, evaluation, research and learning (MERL) team as part of program review
- undertake additional duties as may be reasonably required by the Enrichment and Reintegration Adviser, Alumni and Reintegration Manager or Team Leader

Personal management

- undertake regular work planning to manage tasks and responsibilities
- participate in performance reviews and professional development planning

Key Responsibilities

Other Duties

- Provide administrative and procurement assistance to ad hoc requests for support during peak activity periods from program component teams.
- Adhere to and foster compliance with DFAT's policies regarding child protection, preventing sexual exploitation, abuse and harassment, privacy, fraud, and other cross-cutting areas.
- Undertake other duties as may be reasonably required by the Team Leader or the Finance and Operations Manager.

Selection Criteria

Qualifications

- Minimum degree required: Bachelor's degree in Accounting, Finance, or another relevant field.
- ACCA/CPA or other relevant professional certifications an advantage.

Experience

- At least 5 years' experience in accounting, finance and business administration operations and reporting.
- Preferably in an international development context.

Knowledge and Skills

- Highly developed skills in the use and management of Microsoft Excel, Word and accounting software – e.g., QuickBooks
- Highly developed skills in business financial operations (approvals, payments, accounting, reporting)
- Understanding of Australian accounting standards is an advantage.
- Good understanding of Cambodian legislation on VAT, labour, social insurance and personal income tax.
- Strong attention to detail, ability to meet and exceed deadlines, good interpersonal and communication skills in English- both verbal and written.

Personal Attributes

- A collaborative and constructive approach to problem solving and providing relevant solutions Leader and commitment to lead by example.
- Self-motivator able to drive a 'can-do' team culture.
- Effective interpersonal, leadership and management skills.
- Ability and willingness to manage continuous improvement and change.
- Ability to provide flexible and creative responses to deadlines and competing demands.
- Proven capacity to work in a team and across teams.
- Demonstrated customer service approach to undertaking tasks.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.