



## CONSULTANCY ON FINANCIAL REPORT RECONCILIATION

***Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

**Shaping a stronger Oxfam for people living in poverty.**

### Department Purpose

Oxfam believes the world is rich. The main cause of poverty is injustice. We want to see a just world with no poverty. We work with all others to achieve this goal. Oxfam started to work in Cambodia since 1979 and we are continuing our activities in Cambodia by working with partners, government counterparts, education and research institutes, communities and other actors in order to improve the sustainable livelihood of Cambodia communities especially women in rural areas. Oxfam also provides support for the development and strengthening of civil society organizations in their organizational accountability, quality programming, and effectiveness.

### Job Purpose

Oxfam in Cambodia is a sole representative of Oxfam International currently operating in Cambodia. Oxfam Netherlands is the Executive Affiliate who is entrusted by the Oxfam International to manage all programs and program management units based in Cambodia. Oxfam in Cambodia has signed the Memorandum of Understanding with the Ministry of Foreign Affairs and International Cooperation of the Kingdom of Cambodia.

The overall objective of the consultancy is to hire an experience person who has a good analytical skill to reconcile financial report with two different Oxfam accounting system (for two particular projects) and provide an independent opinion on the discrepancy and recommendation for the adjustment.

The consultant/consulting team /audit team will work closely with Oxfam Finance department in Cambodia and under the leadership of the Country Management Team (CMT).

### Job Responsibilities

- Review & Reconcile two accounting system (PASTEL & MYOB) (where SAP forms the main accounting system for Pastel) Financial data (GL) from August 2017 to July 2018 for two particular projects (UND & IP project) & find the closing fund balance at the end of June/July 2018.
- Review all financial transactions (GL) from August 2017 to July/June 2018 (for two particular projects only) and reconcile with the supporting documents to make sure that both system has same transactions.

- Find if any discrepancy between PASTEL & MYOB GL and provide recommendation for the correct adjustment.
- Review opening & closing fund balance as per the financial report from two different system
- At the end of the assignment, consultant/auditor need to present all the findings to the team to understand it.

### Expected Results

The Consultant will deliver the 2 following results:

1. Provide an independent opinion on the opening & closing fund balance
2. Reconcile GL from two different accounting system, find the discrepancy and provide recommendation for the adjustment.

### Timeline

1. Proposal submit to Oxfam in Cambodia by 7<sup>th</sup> March, 2021
2. Proposal finalize by Oxfam in Cambodia by 8<sup>th</sup> March, 2021
3. Signed agreement with a consultant by 10<sup>th</sup> March, 2021
4. Consultancy work as per the ToR (including report) has to be completed by 22<sup>nd</sup> March 2021

### Indicative Budget

Please propose your gross /net consultancy fee (subject to WHT 15%/ VAT 10%) with break down according to the Expected results.

No	Payment conditions and terms	Payment
1	Upon signing of the contract	40%
2	Upon completion of all tasks as mentioned in the ToR	60%

### Job Requirements

- Excellent knowledge & Experience on the financial audit and reconciliation with financial transactions
- Consultant individual having a good understanding of the accounting knowledge especially NGO sector
- Specialty in the analysis of financial transactions.
- Demonstrated high-level proficiency communication and presentation skills
- Having experience in different accounting system.

### Other

- Eager and required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

### Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.

- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

### Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

### How to apply

The applicant is expected to submit:

- Detailed proposal and CV/company profile

Applying thru the recruitment website: <https://career2.successfactors.eu/career?company=OxfamNovibP>  
by **March 7<sup>th</sup>, 2021 at 5 pm Cambodia time.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**