



Terms of Reference for the role of Finance and Administration Manager for Future Forum

Independent Cambodian public policy think-tank, Future Forum, is recruiting for a Finance and Administration manager.

1. Background

Establishing a New Vision for Cambodia

Founded by Ou Virak in late 2015, Future Forum is an independent think tank that focuses on research, analysis, and public policy, representing a dynamic response to an identified “policy gap” in Cambodia.

Vision: A just, democratic, dynamic and prosperous Cambodia shaped by the needs of its people rather than its rulers.

Mission: “Public. Policy. Forward.” - Nurture a community of young thinkers, develop positive policy solutions, and engender critical debate, moulding the future of Cambodia.

Core values: Nurture, Create, Debate.

Objective: Facilitating intellectual research and analysis to positively influence the policy narrative in Cambodia at a local, national and international level.

Employing evidence-based policy debate, analysis and recommendations to inspire Cambodian people – especially youth – to achieve democratic, political and socio-economic change that will benefit all people of Cambodia.

Our Methodology

While there are various civil society actors in Cambodia engaged with a wide variety of issues, Future Forum takes a broader view and adopts a more measured, analytical and considered approach that identifies underlying trends and employs rigorous research, and creative and principled policy recommendations to help shape Cambodia’s policy discourse.

Rather than simply identifying problems, Future Forum adopts a **solution-oriented** approach, and uses its research to equip key decision-makers with detailed, specific, constructive policy solutions to Cambodia’s issues. Future Forum remains closely connected to youth and grassroots civil society networks such that it can provide local communities with the benefit of policy, analysis and technical assistance.

Our Program and Study Areas

Future Forum incorporates three programmatic pillars to support the successful proliferation of our mission and vision: Cambodia outlook, young researcher’s training program, and the community of researchers, and Cambodia outlook.



2. Outline of the Position

The Finance and Administration Manager will assist in and implement the design of Future Forum's financial management, reporting and monitoring system and administrative policies and regulations.

3. Duties and Responsibilities

The Finance and Administration Manager will be working in daily cooperation with the Director and under the direct supervision of the President.

His/her duties and responsibilities are as follows:

- Support the development of a financial management and reporting system and ensure its full implementation afterwards;
- Support the development of a document management system and ensure the implementation of the portion concerning the utilization of the administrative procedures afterwards;
- Preparation and presentation of the budgets, monthly reporting of accounts and financial forecasts;
- Control the correct application of the financial and management procedures, especially regarding salary payments, procurement (e.g. tender procedures), and internal approval procedures;
- In charge of controlling travel requests and travel claims, per diem rates paid petty cash, equipment and service purchase, equipment inventory and cash flow management;
- Supervise and support the daily bookkeeping entries;
- Advise the President in finance related decisions and prepare periodic financial reporting;
- Prepare and be responsible for conducting periodic audits;
- Draft administrative correspondence related to financial donor reports;
- In charge of supporting the application of Future Forum's administrative policies and regulations.
- Procurement and service;
- Support the correct application of Future Forum's procurement procedures;
- Make sure that contracts with suppliers and service providers are regularly updated and renegotiated according to 'best price' policy;
- In charge of the reception of materials and goods. Make sure that the related invoices are handled and inventoried according to internal procedures;
- Make sure that administrative and financial documents are correctly filed and archived;
- Office and Travel management;
- Support the good and reliable functioning of the office infrastructure, material and IT equipment;



- Make sure that office related security procedures are always fully respected by staff and visitors;
- Organize travel bookings;
- Provide logistical and back-up support during larger delegation visits, meetings and conferences;
- Dispatch and track the incoming and outgoing mail, faxes and documentation for the Future Forum administrative account;
- Assume other tasks as directed by the President and assist the Director in implementing the activities, especially in assisting the Project Coordinators in their technical management tasks.

4. Key Requirements

- University degree in a subject of relevance for the position or equivalent;
- A minimum of 3 years of professional experience in a related area, preferably in an international environment;
- Well-developed skills in setting priorities, co-ordinating tasks and a pro-active approach to work;
- Clear communication skills in a multicultural team;
- Excellent organisational and management skills. Very well organised and structured work style;
- Fluency in oral and written Khmer and English;
- Able to work both independently and as part of a team;
- Fully computer literate;

5. Location / Contract

The holder of the position will be based at Future Forum's Phnom Penh office at The Factory. An initial 12 months contract according to the international public sector standards (probation period of six months), with the possibility of further extension, will be concluded with the President of Future Forum. Competitive salary offered.

6. Conditions

Salary of the Finance and Administration Manager will be in accordance with Future Forum's salary policy for the appropriate position.

7. Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by **21st September 2020 (noon)** by e-mail info@futureforum.asia. **Only** short listed candidates will be contacted by 25th September 2020.

Preference will be given to Khmer candidates.

Future Forum is an equal opportunities employer.