



Job Announcement Journeys Within Our Community

Finance Assistant

Founded in 2005, **Journeys Within Our Community (JWOC)** is a non-profit organization based in Siem Reap, Cambodia. Our mission is to partner with Cambodian youth to unlock their potential in education, employment, and the sustainable development of their communities.

As our programs continue to grow, we are excited to introduce a **new role** within our team. We are looking for a passionate, detail-oriented, and committed individual to join us as a **Finance Assistant** in the Human Resources & Finance Department. This is a great opportunity to contribute to a dynamic and purpose-driven organization, while helping strengthen the systems that support meaningful impact on the ground.

Location: Siem Reap city

Schedule: Fulltime in Including Sunday (Day off: Friday-Saturday)

Starting salary: 400-450 USD (based on experience)

Age: 25 - 40 years old

Nationality: Cambodian only

Key duties:

- Maintain accurate financial records, including accounting entries, donation tracking, and expense documentation
- Ensure all financial documents are properly organized, complete, and audit-ready
- Process payments, cash advances, and reimbursements in a timely and compliant manner
- Monitor budgets and track expenses, flagging significant variances to the line manager
- Manage petty cash and support regular cash counts and reconciliations
- Prepare monthly, quarterly, and annual financial reports, including donor and audit requirements
- Ensure compliance with internal policies and donor regulations, while supporting general financial administrative and operational tasks

Requirement:

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum 3 years of relevant experience in accounting or finance (NGO experience is a plus)
- Strong knowledge of basic accounting principles and financial processes
- Experience using accounting software (e.g., QuickBooks) and proficiency in Microsoft Excel
- High attention to detail, accuracy, and strong organizational skills
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Good communication skills and ability to work collaboratively with a team



- Availability to work on Sundays

Benefits: 18 days of annual holiday leave, training budget, health Insurance, interest free Masters' degree-loan, supportive working environment and the opportunity to grow professionally and more.

How to apply: All applicants can submit your CV (2 pages only) & Cover letter in hard copy to JWOC office or through email: office@jwoc.info or contact: 012 716 498

Note: We will review your application as soon as we received them, so early application is encouraged. We do not employ any staff whose background is not aligned to our Child & Youth Protection Policy.

Closing date: May 19th 2026

***Only shortlisted candidates will be contacted for interview.