

TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Finance Officer
Project : Operation(Core team)
Location : Phnom Penh
Position Type : Full-time
Expected travel :
Report to : Deputy Finance Manager

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PURPOSE OF POSITION:

The Project Finance Officer is part of WCS Cambodia Program’s support team based in Phnom Penh and will contribute to support on all aspects of office operation, particularly in regards to all accounting, book keeping and clerical arrangements.

PRIMARY RESPONSIBILITIES:

- 1- Handle Petty Cash payment
- 2- Prepare JV template of Petty Cash Spending
- 3- Double check to verify JV templates to correct GL codes, Grant Codes, Fund code and Project code before upload
- 4- Upload JV templates into the SAP
- 5- Check monthly clear advance from Phea Vihea project
- 6- Prepared payroll tax and withholding tax and then declaring to tax office(only in e-filling)
- 7- Prepare JV template for clearing Tax account payable
- 8- Upload Staff Payroll and DSA, Consultant into the SAP
- 9- Filling monthly Petty Cash documents and clear advance in ordering system
- 10- Perform other duties as assigned by Deputy Finance Manager

Required Qualifications and Experiences:

- Bachelor degree or equivalent is preferable
- At least 5 years’ experience related to the field.
- Experience in multi-donors and budgeting is required.
- Experience to prepare tax is required.
- Verbal and written proficiency in English and Khmer languages
- Team building, motivation, analyses and decision making
- Advane Excel , Accounting program(SAP), is preferable
- Strong commitment to work.
- Working with people from diverse backgrounds multi-cultural environment
- Honest and work hard with in the flexible time