

## TERMS OF REFERENCE

### The Wildlife Conservation Society

#### WCS Cambodia Program

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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. Check to verify JV template of payments to correct person, GL code, fund code and employee code for staff advance and grant budget code for payments.
2. Check to verify with clear advance documents to make sure they are correct spending amount, GL code, grant code, WBS code, Assignment Code, Business Area code, Ref. key 1, 2, 3, Reference No and Value date, document date and posting date before posting
3. Reconcile monthly staff advances and spending to each of staff
4. Assist Deputy Finance Manager on monthly and Year-end reconciliation of accounts, reports and bank statements in the SAP
5. Assist Finance team to check monthly clear advance from the field
6. Perform other duties as assigned by the Deputy Finance Manager.

#### Required Qualifications and Experiences:

- CPA/ACCA degree or equivalent is preferable
- At least 5 years' experience related to the field.
- Experience in multi-donors and budgeting is required.
- Verbal and written proficiency in English and Khmer languages
- Team building, motivation, analyses and decision making
- Strong communications, proactive and positive work attitude, problem solving and interpersonal skills
- Advance 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

