

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 : 25%
Report to : Deputy Finance Manager

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PURPOSE OF POSITION:

The 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. Assist Senoir Finance Officer to review partner financial report of EU-TS sub-grants on the EU compliance and regulation.
2. Check to make sure the monthly advance request for staff in Kampong Thom Peoject landscpae, Ang Trapeang Thmor Projecct Landscpae and Tole Sap project landscape to make sure it is complied with WCS policy and donor requirement.
3. Check monthly clearance advance request for staff of those three project Landscapes make sure it is eligible spending, apply to WCS policy and donor requirement.
4. Fill up JE template of staff for those three of Project Landscapes
5. Fill up JE payroll template for staff in those of three project landscapes.
6. Prepare WCS PP Bank Reconciliation
7. Assist Deputy Finance Manager to prepare JE staff year end clear vacation accrual.
8. 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