

**ATTACHMENT 1 – TERMS OF REFERENCE**  
**The Wildlife Conservation Society**  
**Cambodia Program**

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Name : TBC  
Position : Finance Officer  
Location : Northern Plains Landscape, Preah Vihear  
Report to : Senior Finance Officer

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**PURPOSE OF POSITION:**

**Accounting & Finance**

- a) Coordinate payment to vendors and suppliers with regards to utilities, fuel, and maintenance costs.
- b) Produce project cash advances for the Preah Vihear office.
- c) Maintain and update project accounts and bank reconciliation.
- d) Handle administrative tasks related to bank accounts.
- e) Assist staff to prepare monthly advance requests ensuring all parts are complete and correct before submission for approval by their Team Leaders.
- f) Assist Team Leaders by compiling individual advance requests ensuring they are aligned with the monthly workplan.
- g) Assist staff with expenditure forms and associated documentation to clear their advance in a timely manner set by management.
- h) Assist Biodiversity Teams with Payment for Ecosystem Services (PES) payments. This includes preparing contracts, budget advance requests, clearance forms and collecting documentation.
- i) Prepare Petty Cash for expenditure in NPL.
- j) Input report to Journal Entry (JE) / Journal Voucher (JV) system for close financial reporting

**Required Qualifications and Experiences:**

- Bachelor's degree or equivalent is preferable.
- At least 4 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, analysis and decision making.
- Advance Excel, Word 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

All other work assignments, duties, and/or functions as WCS or its management may designate or instruct during its operation, which may vary from the above.