

TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Project KSWWS Finance Manager
Project : Keo Seima Wildlife Sanctuary (KSWWS) Project
Location : Senmonorom City
Position Type : Full-time
Expected travel : Approximately 35% to project sites and head offices
Report to : Project Manager and PP Deputy Finance Manager

.....
PURPOSE OF POSITION:

The Project Finance Manager is part of WCS Cambodia Program’s support team based in Senmonorom city and will contribute to support on all aspects of office operation, particularly in regards to all accounting, book keeping and clerical arrangements. The Project Finance Manager will support all Keo Seima Wildlife Sanctuary Project in terms of maintaining daily bookkeeping for all accounts, preparing payment vouchers and preparing appropriate ledger reports.

PRIMARY RESPONSIBILITIES:

1. Ensures all issued agreements and payments are processed in a timely manner in accordance with policies and procedures and report/work closely with PP Senior Finance Officer line.
2. Review Project staff in monthly advance to compliance to WCS’s policy before submitting to landscape Technical Manager/Keo Seima Project Manager for review and approval.
3. Make sure Seima Finance and Admin. policy is in place and awareness raising to all project staff in Keo Seima WS (apply WCS Cambodia’s policy)
4. Review and check Project staff monthly advance requests/clearance and monitoring by staff employee codes.
5. Prepare in monthly advance Request planning/additional planning to submit to landscape Technical Manager/Keo Seima Project Manager for approval and send request to PP Finance team
6. Prepare monthly WCS Project Eastern Landscape cash flow Financial Report to submit to Project Manager and PP Finance Team.
7. Check and submit the purchase request for direct payment from PP finance office to Project Manager and PP finance team to release payment to suppliers.
8. Review payroll payment before submitting to PP payroll officer to release payment.
9. Review JV transactions to correct grant, fund, project and allocation charging before submitting to PP finance.

10. Review all monthly Daily Supplement Allowances and submit to landscape Technical Manager/Keo Seima Project Manager for approval and then send to PP finance officer to release payment.
11. Ensure the account codes are allocated in properly accounts and budget line of donors.
12. Monitor and support Project Finance Officer and project staff to make project run smoothly.
13. Review Project Finance Officer and ensure the payment they prepared is correct account code, donors, donor's budget line before passed to landscape Technical Manager/Keo Seima Project Manager for review and approval.
14. Reconcile bank book and bank statements, Petty book vs spending.
15. Make sure the budget spending are compliance to WCS policy and donor requirement.
16. Project internal control spot check and report to line management.
17. Monitor Villages Community Development payment with ICT-Redd+
18. Coaching to staff where necessary
19. Assist/raise any concern to PP Finance manager to maintain and improving finance policies and procedures as need.
20. Assist Finance Manager on donor mission, external audit and internal audit
21. Perform other duties as assigned by the PP 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