

TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Staff Name :
Position : Project KSWs Finance Officer
Project Name : Keo Seima Wildlife Sanctuary (KSWs) Project
Location : Senmonorom City
Position Type : Full-time
Expected travel : Approximately 35% to project sites and head offices
Report to : Project Manager, Project KSWs Finance Manager

PURPOSE OF POSITION:

The Project Finance officer is part of WCS Cambodia Program's support team 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 Officer will support the Keo Seima Wildlife Sanctuary Project in terms of maintaining daily book-keeping for all accounts, preparing payment vouchers and preparing appropriate ledger reports.

Responsibility: Overall responsibilities and specific duties of the Project Finance Officer in WCS Office include:

1. Prepare Petty Cash requests for payments.
2. Check verify Petty Cash payment and submit to Project Finance Manager to approve
3. Prepare and reconcile Petty Cash Replenishment.
4. Ensure WCS financial policy, guideline, procedure are perfectly implemented
5. Assist to check advance Payment
6. Assist clear advance Payment
7. Responsible for bank reconcile
8. Make sure Seima Finance and Admin. policy is in place (apply WCS Cambodia's policy)
9. Assisit Project Finance Manager in monthly advance Request planning/additional planning to PP
10. Assist to prepare/check project Purchase requests to Project Finance Manager for submitting to get approval from Project manager before sending to PP finance office to release payment to suppliers. (PP-direct payment)
11. Assist Project Finance on monthly staff Advance Controlling.
12. Assist to fill out monthly SAP-JE templates
13. Preparing monthly payroll and submit to Project Finance Manager to review
14. Preparing Government daily supplemental allowance and submit to Project Finance Manager to review
15. Assist/raise any concern to Project Finance manager for raising it PP Finance Manager to maintain and improving finance policies and procedures as need.
16. Perform other task as assign by WCS management.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree in Accounting, Finance or related field
- Minimum 3 years of experience in a role relevant to the field in finance/accounting

- 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
- Microsoft computer skill, accounting program, preferable in Excel Advance
- Strong commitment to the Organisation
- Initiative
- Honest and work hard with in the flexible time

As well as any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.