

TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Senior Finance Officer
Project : Whole Cambodia Program
Location : Phnom Penh
Report to : Finance Manager

PURPOSE OF POSITION:

The Senior 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 Senior Finance Officer will support the WCS Cambodia Program in terms of maintaining daily bookkeeping for all accounts, preparing payment vouchers and preparing appropriate ledger reports.

PRIMARY RESPONSIBILITIES:

- Preparing financial reports and submit to Finance Manager to review before sending to MK Regional grant manager to continue reviewing and then pass to NY to approve before submitting to donor.
- Tracking donor approved budget lines against budget spending to the grants Finance Manager assigned.
- Assist FM on donor budget monitoring.
- Make sure the budget spending are compliance to WCS policy and donor requirement.
- Review and be responsible for Mondulkiri project landscape financing
- Monitoring monthly budget plan advance requests and expenses report of Modulkiri project.
- Assist/raise any concern to Finance manager to maintain and improving finance policies and procedures as need.
- Preparing cheques payments complies with budget of donors and receipt vouchers.
- Assuring that all accounts are allocated in proper accounts and budget line of donors before posting into the system.
- Handle bank accounts and bank reconciliation.
- Preparing invoices donors/partners and follow up Account Receivable
- Perform other duties as assigned by the Finance Manager.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree in Business administration, Accounting, Finance or related field
- Minimum 4 years of experience in a role relevant to the field in finance / accounting
- Verbal and written proficiency in English and Khmer languages
- Experience with USAID financial policy and Compliance is preferred
- Team building, motivation, analyses and decision making
- Strong communications, proactive and positive work attitude, problem solving and interpersonal skills
- Microsoft office skill, accounting program, preferable in SAP, Agresso
- Strong commitment to the Organization
- Honest and work hard with in the flexible time

As well 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.