

TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Redd+ Senior Finance Payroll Officer
Project : Operation(Core team)
Location : Phnom Penh
Position Type : Full-time
Expected travel :
Report to : Finance Manager and Deputy Finance Manager

.....

PURPOSE OF POSITION:

The Redd+ Senior Finance Payroll 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. The Redd+ Senior Finance Payroll officer will manage the payroll system and staff budget allocation in WCS Cambodia and book into the accounting system in correct of the account, fund code and budget code.

PRIMARY RESPONSIBILITIES:

1. Set up and responsibility to Payroll system
2. Manage Staff salary budget and Counterpart staff budget and allocation
3. Prepare monthly payroll tax and withholding tax
4. Monitor and tracking staff vacation accrual and reconcile SAP system
5. Monitor and tracking NY staff benefits and reconcile with SAP system
6. Review and make sure monthly staff salary and counterpart staff daily payment JV templates to correct allocated % by based on staff time sheet, GL code, grant code, WBS code, Employee code and budget code before posting into the SAP system.
7. Year End clear vacation Accrual and close on time
8. Perform other duties as assigned by the 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