

**TERMS OF REFERENCE**  
**The Wildlife Conservation Society**  
**WCS Cambodia Program**

\*\*\*\*\*

Name :  
Title : Project Finance & Admin Assistant  
Project : Keo Seima Wildlife Sanctuary (KSWS)  
Duty Station : Mondulkiri province  
Report to : Project Finance & Admin Officer

---

**BACKGROUND:**

The Wildlife Conservation Society (WCS) Cambodia program was launched in 1999 and now works in three major forest landscapes – Southern Mondulkiri, the Northern Plains and the Tonle Sap floodplain. Among many other activities, this large program has a history of innovative work in the field of sustainable financing for conservation, including REDD+ (Reduced Emissions from Deforestation and forest Degradation). Two of the three landscapes are designated demonstration sites for the national REDD+ readiness process, and both of these include project areas seeking to sell credits on the voluntary carbon market. Recently, the Royal Government of Cambodia, through a long-running partnership with WCS, has sold the first carbon credits from a climate change mitigation project in Keo Seima Wildlife Sanctuary (KSWS). The net revenues from carbon sales in Keo Seima REDD+ project will benefit local communities through activities such as community-chosen development projects and livelihood improvement activities. These activities will be implemented through an agreed REDD+ benefit sharing mechanism. We are seeking a Project Finance & Admin Assistant to assist in community development related activities and support the implementation of KSWS project.

**ESSENTIAL FUNCTIONS**

**1. Financial operation:**

- Checking and revision community advance request and settlements to make sure all document follow to financial guideline.
- Keep recorded and filling community document relevant finances
- Monitor community bank accounts and reportings
- Prepare monthly report and monitor REDD+ project small grants
- Training and coaching the local communities and relevant stakeholders on community financial guideline.
- Provide financial support to **Community Engagement Facilitator and ICC.**
- Assist project admin & finance officer to handle petty cash in WCS Sen Monorom
- Assist project admin & finance officer to prepared bank payment voucher
- Other tasks assign by supervisor

**2. Administration Support:**

- Provide administrative support to KSWS office, Phnom Penh office when required.
- Support to administration of project budgets in compliance with financial policies and procedures.
- Support Admin and Finance Officer on keeping record and monitoring of annual leave and monthly leave records

- Work with **REDD+ and Livelihood Team Leader and Community Engagement Facilitator** for proper documentation of the community activities including agreement, meeting minutes and other events.
- Attend monthly coordination meetings in Keo Seima or as decided by the team leader.
- Keep good communication with local authorities; commune, district and provincial, to promote mutual trust.
- Assisting the REDD+ & livelihood program officer in day-to-day operations as needed.
- Assist other staff within the program team.
- Perform other relevant duties as required by managers.

#### **MINIMUM QUALIFICATIONS**

- Degree in finance or accounting or administration
- At least two years relevant employment experience with NGOs
- Experience with financial management, accounting and administration operation
- Excellent communication skills via written, spoken and graphical means
- Strong English speaking and writing skills
- Experience using applications such as Microsoft Word, Excel, and PowerPoint
- Experience using accounting application as a plus

#### **PREFERRED QUALIFICATIONS**

- Experience working with community development

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.