

TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Deputy Finance Manager
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:

- Review WCS Project Landscapes monthly cash flow and report to Finance Manager
- Review JV transactions to correct grant, fund, project and allocation charging before posting to SAP
- Ensure the account codes are allocated in properly accounts and budget line of donors before posting into the system.
- Ensure that the accounting sytemen is run smoothly.
- Support Finance Officer on vacation accrual to WCS's staff
- Support Finance Officer and ensure the payment they prepared is correct account code before passed to Finance Manager to review and approve.
- Monthly and Year-end reconciliation of accounts, reports and bank statements
- Clear vacation accrual in the end of WCS fiscsial year.
- Monitoring donor approved budget lines against budget spending to the grants and report to Finance Manager before release payment
- Make sure the budget spending are compliance to WCS policy and donor requirement.
- Assist/raise any concern to Finance manager to maintain and improving finance policies and procedures as need.
- Asist Finance Manager on donor mission, external audit and internal audit
- Make invoice to donors/partners and follow up Account Receivable
- 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