

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

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

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**PURPOSE OF POSITION:**

The 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 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:**

- Handle Petty Cash payment
- Assist Payroll Officer to prepare vacation accrual JV template in correct time allocation of the grants and accounting code and submit to Deputy Finance Manager to review.
- Prepare JV template for counterpart staff Daily payment in the correct time cost allocation to the grant and project.
- Assist Deputy Finance Manager to check monthly clear advance from the field to apply the WCS's policy and donor requirement.
- Filling the documents in ordering system
- Perform other duties as assigned by Deputy Finance Manager

**Required Qualifications and Experiences:**

- 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
- Experience in USAID rule, vacation accrual booking is preferable.
- 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, preferable in SAP
- Strong commitment to work.
- Honest and work hard with in the flexible time