Staff Name: 
Position: Project Finance & Admin Officer (FAO)
Project Name: Prek Toal (TLS), Northern Tonle Sap Protected Landscape (NTSPL) and Ang Trapeang Thmor
Duty Station: Stoung, Kampong Thom Province with regular travel across project sites
Report to: Tonle Sap Landscape Technical Advisor

Post Supervision: The Project Finance & Admin Officer will be under direct supervision of Finance Manager and HR and Admin Manager based in Phnom Penh.

Technical Coordination: The Project Finance & Admin Officer will receive day to day direction from Tonle Sap Landscape Technical Advisor.

Responsibility: Overall responsibilities and specific duties of the Project Finance & Admin Officer in WCS Office include:

I – Administrations and Logistics:

1. Staffing:
   a. Monitor, maintain and update all and Staffs List for Project Manager and Phnom Penh Office HR and Admin Manager.
   b. Assist Project Managers for preparing project staffs contract in Khmer and work closely with WCS Phnom Penh HR and Admin Department.
   c. Prepare new staff recruited profile send to WCS Head office for covering insurance of those hired.
   d. Coordinating insurance arrangement with WCS Head office HR and Admin Department for staff who are inpatients in hospital and complete insurance claim forms to FORTE.
   e. Prepare local, International Staffs list and updated Visa for provincial authority.

2. Office:
   a. Monitor the Admin. and Logistics Assistant to ensure they maintain communications (Telephone, radio).
   c. Monitor monthly office expense bill (electricity and water, etc.)

3. Other correspondence:
   a. Coordination of all correspondence and official documents to/from government agencies and other organizations.
   b. Record all correspondence In-Out and inform the subject of the letter to project managers or whom in charged and related.

4. Equipment:
   a. Support and monitor the Admin and Logistics assistant for managing and updating the project’s assets such as inventory of the office and sub-office in the fields including (Equipment, Material, Furniture and Vehicles) and documents for donor audits.
   b. Support and monitor the Admin and Logistics assistant to keep and maintain records In & Out for daily use of equipment.
   c. Record new purchases and Update Fields and Office Equipment Assets.
d. Maintain and update Inventory list of Office and Sub-Office in Fields (Equipment, Materials, Furniture and Vehicles) for Seima Project.

e. Arrange procurement with regards to project Materials/Equipment.

f. Process purchase orders for relevant services, materials and equipment as requested by project.

5. **Vehicles and Motorcycles:**
   
a. Supervise the Admin and Logistics assistant to administer all Vehicles and Motorcycles.

b. Arrange the use of project vehicles and motorcycles, Gasoline and fuel consumption.

c. Supervise the Logistics assistant of checking recording vehicle log book, vehicle movements, maintenance and completing monthly vehicle expenditure report.

d. Supervise the Logistics assistant for annual expense report of Vehicles and Motorcycle for WCS.

6. **Site Logistics**
   
a. Monitor to ensure smooth operations of the site, including food, accommodation, building and maintenance, vehicles, utilities, and all other aspects of site operations.

b. To ensure the implementation of the Standard Operating Procedures for the Site, and also the WCS Policy.

7. **Coordination:**
   
a. Coordinate on travel and accommodation for donors, study visit in the project and eco-tourism sites.

b. Arrange for the meetings/workshops with Government Department and Agencies donors and other partner organizations.

c. Combine workshop, meeting and training report from project staffs and submit to Technical Advisors and Managers.

d. Assist Finance and Administrative Manager to identify problems and solutions during monitoring financial situation of projects.

II- **Accounting & Finance:**

- Review and certify all requests for payments
- Ensure WCS financial policy, guideline, procedure are perfectly implemented
- Ensure different sources of funds are properly implemented and recorded
- Responsible for advance and clear advance
- Responsible for bank reconcile
- Reconcile fund on a monthly basis
- Coordinate with all project teams to collate project reports including training inventory
- Make sure Seima Finance and Admin. policy is in place (apply WCS Cambodia’s policy)
- Make sure and manage Seima Finance and Admin. work smoothly
- Monthly advance Request planning/additional planning to PP
- Seima Purchase requests to PP (PP-direct payment)
- Prepare payroll request for WCS KSWS staffs.
- Prepare monthly Financial Report and submit to PP
- Responsible Seima budgeting management
- Control Seima staff advance
- Fill out monthly SAP-JE templates
- Coaching to staff where necessary
- Perform other task as assign by WCS management.

**QUALIFICATIONS AND EXPERIENCE:**

- Bachelor Degree in Business administration, Accounting, Finance or related field
- Minimum 3 years of experience in a role relevant to the field in finance/accounting & admin
• 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
• Microsoft computer skill, accounting program, preferable in Excel Advance
• Strong commitment to the Organisation
• Initiative
• Honest and work hard with in the flexible time

As well as 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.