



Scope of Work

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| Position: | Finance and Accounting Technical Consultant |
| Reports to: | Operations Manager, Cambodia Program, Wildlife Conservation Society |
| Location: | Phnom Penh |
| Country Program/Sector: | Cambodia Program, Greater Mekong Conservation Program |
| Position Type: | Consultant |
| Internal liaison: | Country Finance Manager |
| Expected travel: | Travel to WCS field offices in Preah Vihear and Mondolkiri |

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit organization established in 1895 and based in New York, that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. In the Greater Mekong Region has Country Programs in Cambodia, China, Laos, Myanmar, Thailand and Vietnam and is managed through a dispersed regional network with a developing administrative/financial hub in Bangkok.

Scope of Work

Summary:

WCS Cambodia is seeking a finance and accounting consultant to document the existing policies, processes and finance and administration organizational structure of the Cambodia program and make recommendations to assist the Operations Manager in improving our readiness to cope with an expanding scale of projects within the country program.

The individual or firm will provide reports of the work performed based on the Scope of Work below.

Scope of Work/Activities/Tasks

Consultancy Schedule

Assignment will be completed between January 1st, 2022 – March 11th, 2022

In order to fulfill the duties and responsibilities identified in the Summary, the Consultant shall:

- Update the existing RACI chart by interviewing all the finance and administrative staff identified in the existing organizational chart and ensuring that all tasks are documented. Both the central and field offices will be included in this work. Identify any inefficiencies and duplications in the RACI and draft a new RACI chart documenting suggested improvements.
- Document the existing financial processes and work flows by interviewing staff and performing walkthroughs of all the transaction cycles. Identify any inefficiencies and duplications in the workflows and draft new workflow documents incorporating suggested improvements.

The documentation should also include samples of WCS forms utilized in these processes. Both the central office and field offices will be included in this work. Some examples of transaction cycles are below, but this list is not exhaustive and the consultant should ensure that all transaction cycles are addressed:

- Procure to pay
- Advance requisition to clearance
- Grant cycle process -- budget proposal, interim finance reporting, grant audits and final finance reporting and grant close out
- Mid - Long term budgeting strategy and document current practices
- Inventory of local operational procedures /policies and accompanying forms and templates that are currently in place and in collaboration with the Regional Controller evaluate compliance with global policies. Below is a list of some policies, but this list is not exhaustive and the consultant should ensure that all policies are addressed.
 - Pooled cost allocations
 - Procurement
 - Time allocation and time sheet recording

Deliverables and Due Dates

The Consultant shall deliver to the Client the following deliverables, in accordance with the schedule set forth below. Deliverables shall be submitted electronically and shall be in English.

Deliverable No. 1: Updated current state RACI chart and potential future state RACI chart

Deliverable No. 2: Report documenting existing financial workflows in narrative form accompanied by a flow chart. Each transaction cycle should be separately documented. Similar report for suggested improved financial workflows.

Deliverable No. 3: Report documenting list of existing policies and process documents, identifying gaps in compliance with global policies

Deliverables Schedule

The Consultant shall submit the deliverables described above in accordance with the following Deliverables Schedule:

| Deliverable No. | Deliverable Name | Due Date |
|-----------------|---|----------------------------------|
| 1 | Report 1: Updated RACI chart and potential future state RACI chart | February 15 th , 2022 |
| 2 | Report 2: Document existing financial workflows in narrative form accompanied by a flow chart. | February 28 th , 2022 |
| 2 | Report 3: Document list of existing policies and process documents, identifying gaps in compliance with global policies | March 11 th , 2022 |

Consultancy Requirements:

- Registered accountancy firm or individual with Masters qualification in a relevant field, including Accounting, Finance and Auditing
- Internal audit experience preferred
- A minimum 5-10 years of professional experience
- Demonstrated experience with financial capacity building and technical support to accounting procedures
- Proven ability to develop and work in partnership with multiple stakeholders, including government stakeholders, NGO partners, and international organizations at various levels. Ability to strategize and coordinate with multiple organizations working towards a common strategic objective
- Proven ability to work effectively and collaboratively as a member of a dynamic team. Must be solution-oriented, and have strong problem solving and analytical skills and the ability to creatively contribute to thinking on issues.