

TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Name :
Title : Community Development Finance Officer
Project : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Sen Monorom, Mondulkiri province
Report to : Senior Project Finance Officer

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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 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 Community Development Finance Officer to assist in community development related activities and support the implementation of KSWS project.

ESSENTIAL FUNCTIONS

- Support REDD+ village committees to manage budget financing with accountability and transparency.
- Review monthly advances and clearance advance of communities and submit to Community REDD+ Manager to get approval.
- Review the request from community of direct payment and submit to Community Redd+ Manager to get approval before release payment to supplier.
- Preparation and release advance payment to communities on time.
- Monitoring Community Advance Control
- Ensure the spending of each village are correct budget line before booking into the system.
- Record payments and spending into the QuickBooks up to date
- Prepare monthly community Financial Reports (Budget vs Spending to each village) and then submit to Project Finance Manager to review before submitting to Community REDD Manager.
- Monitor Community subgrant budget management (Redd+ Benefits Sharing fund)
- Community Procurement (material and small civil work,)
- Refresh WCS Community facilitators community financial guideline if need.
- Conduct internal control, spot check and report to Project Finance manager and Community REDD+ Manager.
- Perform other duties as assigned by the Project Finance Manager.

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
- Demonstrated computer skills with proficiency in QuickBooks is required

PREFERRED QUALIFICATIONS

- Experience working with community development

As well 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.