

TERMS OF REFERENCE
Wildlife Conservation Society
WCS Cambodia Program

Staff Name :
Position : EU "Our Tonle Sap" Finance Coordinator
Project Name : EU TSBR Project
Duty Station : Phnom Penh
Report to : Finance Manager and Project Lead

.....

Background:

The Wildlife Conservation Society, founded in 1895, has the clear mission to save wildlife and wild places across the globe. WCS's goal is to conserve the world's largest wild places in 16 priority regions, home to more than 50% of the world's biodiversity. We currently manage about 500 conservation projects in more than 60 countries.

WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country.

The WCS Cambodia program is growing rapidly! We are expanding our family and are looking for applications from qualified candidates to fill the EU "Our Tonle Sap" Finance Coordinator position for a new four-year \$5 million project funded by the EU. The "Our Tonle Sap" Project adopts an integrated landscape approach to strengthen resilience to environmental change in ecosystems, communities and biodiversity throughout the Tonle Sap Biodiversity Reserve. The Project has six co-applicant partners. The Project works simultaneously across multiple scales with government, communities and the private sector. It will enhance management and restoration of critical habitats to facilitate resilience to environmental change by improving government and community management of protected areas, developing and implementing community-level fire management plans, piloting community-managed vegetation rehabilitation and silviculture, and developing ecologically resilient livelihoods that protect floodplain habitat. The Project will also address the drivers of environmental change by supporting national and sub-national government to develop policy that incorporates adaptation and sustainability considerations, and working with development agencies, banks and the private sector to improve environmental and social practices.

Position Summary:

The EU "Our Tonle Sap" Finance Coordinator serves as the vital link between project staff, sub-grantees, and the donor. In doing so it facilitates the flow of funds, provides project financial management support, and applies operational expertise for the effective implementation of the project. Most importantly, the EU "Our Tonle Sap" Finance Coordinator ensures accountability towards the donor. The EU "Our Tonle Sap" Finance Coordinator is responsible for financial administration and management of the EU-funded Our Tonle Sap Projects to ensure all financial transactions are correctly recorded in EU budget lines, maintained and comply with the finance and accounting system, policies and procedures of WCS and the EU, general accounting practices and legal requirements.

I. Major Duties and Responsibilities:

1. Coordinate and review budget preparation process of Our Tonle Sap Project and ensure compilation of appropriate budget lines information.
2. Coordinate and consolidate partners/sub-grantees financial reports including voucher list from all partners, manage and monitor expenses vs project budget, highlighting variance of unit cost to Finance Manager, Operations Manager and Deputy Project manager for timely action.
3. Review transaction list and voucher documents of project spending for Our Tonle Sap Project together with other matching funds and make sure they are charged to the correct budget line code.
4. Prepare and provide justification for monthly Our Tonle Sap Project financial reports along with detailed transaction list to provide a clear view and status of the project budget spending and highlight concerns to Finance Manager and Project Lead for timely action.
5. Review and follow up all outstanding advances for EU project on a monthly basis.
6. Review and manage sub-grants to all grantees, in collaboration with the Sub-grant Manager.
7. Review, record, track and update staff time charged to Our Tonle Sap Project.
8. Ensure the accounting transactions are entered correctly in accounting system (SAP) in a timely and accurate manner.
9. Ensure monthly payroll transactions of Our Tonle Sap Project are correctly recorded with corresponding budget codes and supported by the timesheets.
10. Ensure all disbursements comply with requirements of EU and WCS.
11. Reconcile and verify fixed assets purchased under the Our Tonle Sap Project monthly.
12. Conduct spot-check on sub-grantees and project partners on semi-annual/annual basis to review and provide advisory support on project budget management and burn rate to meet the management and donor requirements as well as mitigate risk.
13. Act as main focal person for Our Tonle Sap Project audit.
14. Provide support to Finance Manager for planning and communication with all partners and donor (EU) on finance and accounting policies and procedures to staff.
15. Provide other financial support to Our Tonle Sap Project staff, sub-grantees and partners as needed.
16. Consult with Finance Manager to response to donor's queries related to the project and other partners as needed.
17. Perform other appropriate duties upon request of Finance Manager.

II. Qualifications:

Education & Experience

- At least 5 years' experience in accounting and finance in the field of international NGO's or private sector;
- A university degree in Accounting or Finance;
- Full professional accounting qualification i.e. CPA, ACCA is preferred but not mandatory.
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO;
- Good knowledge of fund accounting practices, including reporting requirements of major bilateral aid agencies, EU experience is preferred;
- English language skills are an asset.

Skills & Abilities

- Financial management and accounting skills are essential;
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines;

- Able to work with multiple demands;
- Strong team-player with ability to work in virtual teams;
- Experience of working in a multicultural environment;
- Self-starter with strong organizational skills and adaptive planning skills;
- Excellent interpersonal skills;
- Ability to work and communicate effectively with a broad spectrum of individuals within a broad range of cultural environments;
- Advanced Excel skills and SAP system experience is desired.