

**Wildlife Conservation Society (WCS)
Cambodia Program**

JOB DESCRIPTION

Name	:	
Position	:	Grants and Donor Compliance Manager
Project	:	All WCS Cambodia Projects
Duty station	:	Phnom Penh with travel to provinces
Report to	:	Operations Manager

PURPOSE OF POSITION:

The Grants and Donor Compliance Manager will document and report to the Operations Manager, WCS- Cambodia Program and the Regional Grants/ Business Manager for the Greater Mekong program. The primary objective is to establish and oversee efficient systems for grant budget management and procurement management for WCS-CP Office and Field Projects. S/he will maintain appropriate communication with WCS Finance manager and WCS Project Leaders (Technical Advisors and Project Managers). S/he will coordinate and consult regularly with Regional Grants/ Business Manager to manage timely and accurately the completion of narrative and financial reports.

DUTIES AND RESPONSIBILITIES:

- Ensure efficiency in budget management of WCS Cambodia program grants, advising the field program technical advisor and project managers of any problems or weakness in financial controls and procedures, and Donor specific requirements and regulations.
- Strengthen and document grant compliance policies and procedures.
- Ensure that the highest standards of financial budgeting processes are followed in the advance request and clearance reports.
- Ensure that the procurement process is compliant with WCS and donor policies.

Project Budgeting

- Compile quarterly projections of grant expenditures for landscape projects to ensure that donor burn rates are optimized.
- Maintain an accurate database of project funding, including contracts, project budgets and donor-specific procedures and regulations.
- Monitor and review expenditure against budgets on a monthly, quarterly, and annual basis by project and for country office as a whole (tiger reports)
- Prepare monthly reports of expenditure against budgets for Landscape project staff only, including monitoring of expenditure against project activity budgets as well as WCS project.
- Assist Technical Advisors, Project Managers, and the Operations Manager in preparing budgets for project proposal and annual budgeting.
- Where expenditures on projects are not in line with budgets, bring this to the attention of the Head of Operations, Program Manager and/or Regional Director and make recommendations to adjust spending accordingly.

Grant and Contract Management:

- Maintain an accurate database of project funding, including contracts, project budgets and donor-specific procedures and regulations.
- Monitor completion of grants/contracts. Ensure smooth close-out process, proper accounting and closing of books upon receipt of completed reports and documents from various units.
- Ensure up to date knowledge on donor agreements and donor rules and regulations.
- Work closely with the Finance Manager to monitor ongoing levels of expenditure on individual programs against budget and provide timely advice of likely over or under-spends to the Operations manager, Finance Manager, and the responsible Program Managers.

- Ensure respective Program Managers understand variance implications and how to respond to and manage them effectively.
- Provide technical support and training to partners and sub-grants as necessary.

Reporting:

- In consultation with the Operations Manager and Finance Manager and the Program Managers, ensure communication, reporting and administrative requirements of donors are met.
- Support the preparation of written and verbal reports to public, NGO, Government and Donor agencies as required.

Procurement:

- Oversee procurement and ensure the process is compliant with WCS and donor policies.

Other:

- Provide day-to-day guidance and advice to the grants and budget management team specifically in accounting theory and practice, as well as in compliance with financial accounting policies and procedures.
- Participates in the development of finance policies and procedures (including their documentation for WCS-CP) to be able to maintain a well-financially controlled environment.
- Provides key input and guidance to the finance team in resolving pending items, or transaction problems and irregularities and ensure resolution in a timely and effective manner.
- Provides assistance and support during internal and/or external audits. Draft audit response and ensure implementation of agreed audit recommendations.
- To represent WCS to public, NGO, Government, and donors as required.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the Operations Manager.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Accounting or Finance (Masters preferred).
- Minimum 5 years successful experience working in similar position with an NGO (local or international), in particular experience of grants management.
- Knowledge of accounting and experience managing computerized financial systems (BPC/SAP preferred).
- Computer skills mandatory. Proficient in Microsoft Office Applications.
- Strong leadership and interpersonal skills, solid programming, financial and organizational development skills; strong coaching skills and excellent analytical and financial planning skills.
- Strong analytical and interpretative problem-solving skills.
- Knowledge of the policies, regulations, reporting formats, and cultures of traditional donors, including USAID, EU, UNDP, and others.
- Able to multi-task, establish priorities and meet deadlines.
- Good oral and written communication skills. Khmer and English
- Concern for wildlife conservation & environmental issues is essential.

Please note that the above TOR constitutes only the main responsibilities and duties of this position. As WCS-CP is a flexible organization, staff members are expected to undertake any other tasks that are allocated to them, but which are not part of their regular TOR.