

**JOB DESCRIPTION**  
**Wildlife Conservation Society**  
**WCS Cambodia Program**

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Staff Name : .....TBD.....  
Position : KSWs Project Finance Officer  
Project Name : Keo Seima Wildlife Sanctuary (KSWs) Project  
Location : Senmonorom City  
Position Type : Full-time  
Expected travel : Approximately 35% to project sites and head offices.  
Report to : Project Manager, Project KSWs Senior Finance Officer

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**PURPOSE OF POSITION:**

The KSWs Project Finance Officer is part of WCS Cambodia Program's support team and will contribute to support on all aspects of office operation, particularly regarding all accounting, bookkeeping and clerical arrangements. The KSWs Project Finance Officer will support the Keo Seima Wildlife Sanctuary Project in terms of maintaining daily book-keeping for all accounts, preparing payment vouchers, and preparing appropriate ledger reports.

**Responsibilities:** Overall responsibilities and specific duties of the KSWs Project Finance Officer in WCS Office include but are not limited to:

1. Check purchase requests under bank payment (up to \$31) for MT, CPA, CG, SG, PA and then submit them to Project Senior Finance Officer for reviewing.
2. Prepare bank payments and upload/input them into the Internet banking system.
3. Responsible for checking staff reimbursement, advance and clear advance, of MT, CPA, CG, SG, PA team.
4. Check the monthly consolidate advance request by responsible team and submit them to Senior Finance Officer for review.
5. Follow up on uncleared advances and fund return from the program staff.
6. Day to day preparing monthly SAP-JV templates and updating staff advance, clear advances of responsible team.
7. Check the monthly motor maintenance at Sen Monorom, Keo Seima and other direct payment under bank.
8. Assist Senior Finance to prepare monthly budget against spending for assigned grants.
9. Assist to prepare monthly financial report, bank reconciliation and daily update the bank book file vs bank statements.
10. Assist of expenditure booking into the system to ensure that it is accurately coded in line with donor budgets.
11. Support other program field staff/team if requested to facilitate the meeting/training/workshop and collect clearance advance from sub-station.
12. Conduct field work sport check if assigned by supervisor.
13. Ensure WCS financial policies and procedures are followed strictly implemented.
14. Perform other tasks as assigned by Project Senior Finance Officer.

## **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree in accounting, Finance, or related field.
- Minimum 3 years of experience in a role relevant to the field of finance/accounting.
- Verbal and written proficiency in English and Khmer languages.
- Team building, motivation, analysis, and decision making.
- Strong communications, proactive, and positive work attitude.
- Good problem solving and interpersonal skills.
- Competence in the Microsoft Office suite of programs and accounting software (Preferably in Excel Advance).
- Strong commitment to conservation.
- Initiative.
- Honest and work hard within the flexible time.

As well as 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.