



JOB DESCRIPTION

Position: Operations Manager, WCS Cambodia
Reports to: Country Director, WCS Cambodia
Location: Phnom Penh, Cambodia
Position Type: Full-Time

Organization Background:

The main purpose of this role will be to successfully manage and steer a period of significant growth in our program operations and budget in the WCS Cambodia program, and to ensure direct financial and operational support to four landscapes where WCS works: Keo Seima REDD+ Project, Northern Plains REDD+ Project, Tonle Sap Landscape Project, and the Freshwater landscapes (Sre Ambel and Mekong). The Operations Manager is responsible for overall financial and operational management of the Cambodia program ensuring sound financial systems are in place and operations are efficiently carried out.

We are seeking a dynamic and results-focused individual to anticipate and address problems and challenges as they arise. The position will directly manage the WCS Finance Manager, WCS and Grants and Compliance Manager. There will be frequent travel to the WCS Landscape sites as appropriate/required. This position reports to the Country Director in Phnom Penh and is the country program Finance and Operations focal point liaising with the Regional Office in Bangkok, the Greater Mekong Regional Controller and the Global Comptroller based in New York.

Major Responsibilities

General Operational Supervision

1. Oversee the Finance and Grants Departments. Operations Manager will monitor the day to day financial, grants, procurement for the head offices and local offices, to ensure WCS-CP conforms to Cambodian laws and regulations, as well as WCS's global requirements as a US-registered 501(c)3 organization.
2. Monitor and Coordinate the monthly/quarterly donor performance indicators for each landscape and summaries of Budget vs Actual (BVA) for active grants in coordination with Country Director and Landscape Managers; Work with Regional Controller to resolve any issues with finances; Oversight of the financial report preparation process; Provide training as needed to staff to support understanding of WCS grant management processes, systems, tools and donor compliance requirements.

Program Development & Donor Relation

3. Manage and maintain the Cambodia annual budget (BPC); Responsible for managing flexible donor funding allocated to the Cambodia program; Annual presentation of short- and long-term financial plans for each protected area; Work closely with the Regional Business Manager to develop and/or implement both short- and long-term financial and operations plans for each protected area; Update the financial plans on a regular basis for changes in assumptions and funding secured
4. Oversee and support all Cambodia budget proposals working closely with the Grants team, Technical Lead and Regional Business Manager for each proposal to ensure all costs are covered; Responsible for aligning proposal budgets with long-term financial plan for Cambodia; Ensure budgets are developed in compliance with WCS policies and undergo appropriate review by the Regional Business Manager.

5. Provide support to the WCS Cambodia Country Director and Senior Technical Advisors in coordinating the annual fiscal-budget preparation and the internal program of annual work-plans or strategy development, as well as facilitating WCS CP internal program implementation design and strategy.

Grant Management

6. Oversee the development and maintaining of an active grants database, with technical and financial reporting deadlines, and ensuring that reporting deadlines are met (including alerting relevant budget holders in advance of their deadlines), including support to the development of the annual budget, and setting appropriate levels of authority for grant coordinators, in consultation with and support to Regional Finance & Grants Manager.
7. Oversight of external and internal audits to ensure timely submission of requested documentation and completion of audits; Responsible for ensuring all audit findings have a remediation plan developed and implemented to improve internal controls and procedures. General oversight of operational controls and processes
8. Liaise with donors, auditors (from donor or government) and provide key support to the Country Director, Finance, HR and Admin teams.

Procurement and Asset Management

9. Develop and implement sound and harmonized procedures and systems to ensure all purchasing and procurement across sites are done in a timely manner and comply with WCS and donor policies.
10. Ensure procurement plans are developed, implemented and proactive measures are taken to tackle changes in the program and market context.
11. Oversee development and implementation of an asset management system across sites including record keeping, inventories, life cycle management.

Qualification Requirements

The successful candidate must have strong interpersonal skills and display evidence of good leadership, business partnering and influencing skills. S/He must have excellent written and oral communication skills and be comfortable participating both as an effective contributor, leader and listener in group settings. S/He must be well organized, resourceful, effective and efficient at coordinating multiple resources to get things done; can work on multiple tasks at multiple levels and switch between them; can foresee and plan around obstacles.

- MSc/bachelor's degree required. Related programs of study such as finance, accounting, economics or business are highly preferred.
- Proven financial and operational management experience in an international organization (15+ years) with progressive leadership experience.
- Proven experience in field operations, troubleshooting, and systems planning in challenging environments.
- Proven leadership qualities include staff management and management of annual budget >\$5million.
- Experience with grants management and grant reporting in a multi-funder environment.
- Demonstrated ability to work with a diverse team. Must be solution-oriented and have strong problem solving and analytical skills.
- Proficiency in Khmer and English is required. Demonstrated excellent writing, speaking, and editing skills in Khmer and proficiency in English speaking, listening, and writing.



- Excellent computer and systems skills required with respect to MS Office applications (advanced skills in MS Excel required) and major financial accounting and reporting software (SAP or equivalent)
- Experience and knowledge of working in a non-profit context in Asia and particularly Cambodia, an advantage.
- Ability and willingness to travel regularly to remote sites.
- Commitment to the mission and values of the Wildlife Conservation Society.

WCS is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and looking for future team members who share that same value.