

**TERMS OF REFERENCE**  
**The Wildlife Conservation Society**  
**WCS Cambodia Program**

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Staff Name :  
Position : Project Finance Officer  
Project Name : Keo Seima Wildlife Sanctuary (KSWS)  
Duty Station : Sen Monorom, Mondulkiri Province  
Report to : Project Manager, Finance Manager

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**Post Supervision:** The Project Finance Officer will be under direct supervision of Finance Manager based in Phnom Penh.

**Technical Coordination:** The Project Finance Officer will receive day to day direction from Project Manager.

**Responsibility:** Overall responsibilities and specific duties of the Project Finance Officer in WCS Office include:

- Review and certify all requests for payments
- Ensure WCS financial policy, guideline, procedure are perfectly implemented
- Ensure different sources of funds are properly implemented and recorded
- Responsible for advance and clear advance
- Responsible for bank reconcile
- Reconcile fund on a monthly basis
- Coordinate with all project teams to collate project reports including training inventory
- Make sure Seima Finance and Admin. policy is in place (apply WCS Cambodia's policy)
- Make sure and manage Seima Finance and Admin. work smoothly
- Monthly advance Request planning/additional planning to PP
- Seima Purchase requests to PP (PP-direct payment)
- Prepare payroll request for WCS KSWS staffs.
- Prepare monthly Financial Report and submit to PP
- Responsible Seima budgeting management
- Control Seima staff advance
- Fill out monthly SAP-JE templates
- Coaching to staff where necessary
- Perform other task as assign by WCS management.

**QUALIFICATIONS AND EXPERIENCE:**

- Bachelor Degree in Accounting, Finance or related field
- Minimum 3 years of experience in a role relevant to the field in finance/accounting
- Verbal and written proficiency in English and Khmer languages
- Team building, motivation, analyses and decision making
- Strong communications, proactive and positive work attitude, problem solving and interpersonal skills
- Microsoft computer skill, accounting program, preferable in Excel Advance
- Strong commitment to the Organisation
- Initiative
- Honest and work hard with in the flexible time

As well as any and 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.