

JOB DESCRIPTION
Wildlife Conservation Society
WCS Cambodia Program

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

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PURPOSE OF POSITION:

The 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 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 Project Finance Officer in WCS Office include but are not limited to:

1. Prepare bank payments and then submit them to Project Senior Finance officer to review.
2. Ensure WCS financial policies and procedures are followed strictly implemented.
3. Responsible for checking staff advance and clear advance to the team of MT team, CPA, CG, CA, SG, ME, PA, CB team.
4. Update staff Advances and clear advances of your responsible team to Excel Advance Controlling in the OneDrive Sharing for Project Senior Finance officer reviewing.
5. Day to day preparing monthly SAP-JV templates of Bank payments for Project Senior Finance reviewing.
6. Prepare monthly bank reconciliation.
7. Check Project Purchase requests submitted from staff under bank payment (up to \$31) and then submit to Project Senior Finance Officer for reviewing and to get approval from landscape manager before release payment.
8. Raise any concerns to the Project Senior Finance Officer for discussion with the PP Finance Manager to maintain and improve finance policies and procedures, as needed.
9. 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.