

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name : TBD
Title : Senior Budgeting Officer
Project : Operation (Core Team)
Location : Phnom Penh based
Report to : Grant and Donor Compliance Manager

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PURPOSE OF POSITION:

The Senior Budgeting Officer is part of WCS Cambodia Program's support team and will contribute to support on all aspects of budgeting and internal reporting. The Senior Finance Officer will support Grant and Donor Compliance Manager and Project team for budgeting and keep track of project burn-rate.

PRIMARY RESPONSIBILITIES:

- Coordinate and work closely with project team to produce WCS fiscal year budget
- Import the approval fiscal year budget to the WCS budget management system (BPC)
- Keep WCS budget management (BPC) up to date – review regularly with both line manager and WCS Regional business manager.
- Work with Technical Advisor to produce fundraising proposal budgets – based on core project costs and field activity estimates
- Assign activity code by each individual donor
- Assist line manager to produce grant code request form
- Check and verify the accounting transaction to make sure the right coding
- Work with program staff to track donor budget vs actual report and advise project team on burning rate (Monthly GL07 reports)
- Kept track sub-grant expenditure and advice to project team on burning rate
- Budget analysis, review and meet within the program (monthly / quarterly / annual)
- Propose Adhoc meeting with project team if necessary
- Advice to project team on budget availability
- Provide information to Procurement Officer for procurement plan
- Keep track grant agreement both soft and hard copy
- Perform other duties as assigned by the supervisor.

As well 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.

Position Requirements:

- ✓ The successful candidate must have strong interpersonal skills and display evidence of good leadership skills. S/He must have good written and oral communication skills and be comfortable participating both as an effective individual and team work. S/He must have significant attention to detail, be well organized, self-motivated, 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.
- ✓ At least two years of experiences, preferably those that involved Co-Applicants and/or subawards.
- ✓ Bachelor degree required. Related program of study such as finance, accounting, economics or business strongly preferred.
- ✓ Proven grant and financial management and reporting experience in an international or non-governmental organization (2+ years).

- ✓ Ability to travel as needed to province of Cambodia.
- ✓ English good required. Competency in a local language(s) is a plus.
- ✓ Good computer and systems skills required with respect to MS Office applications (good skills in MS Excel) and financial accounting.
- ✓ Excellent leadership and interpersonal skills, with attention to mentorship and professional development of staff
- ✓ Self-motivated and very organize
- ✓ Demonstrated ability to work with diverse, multi-cultural teams.
- ✓ Be solution-oriented, and have strong problem solving