

TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Name :
Title : Community Development Finance Officer
Project : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Sen Monorom, Mondulkiri province
Report to : Senior Project Finance Officer

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BACKGROUND:

The Wildlife Conservation Society (WCS) Cambodia program was launched in 1999 and now works in three major forest landscapes – Southern Mondulkiri, the Northern Plains and the Tonle Sap floodplain. Among many other activities, this large program has a history of innovative work in the field of sustainable financing for conservation, including REDD+ (Reduced Emissions from Deforestation and forest Degradation). Two of the three landscapes are designated demonstration sites for the national REDD+ readiness process, and both of these include project areas seeking to sell credits on the voluntary carbon market. Recently, the Royal Government of Cambodia, through a long-running partnership with WCS, has sold the first carbon credits from a climate change mitigation project in Keo Seima Wildlife Sanctuary (KSWS). The net revenues from carbon sales in Keo Seima REDD+ project will benefit local communities through activities such as community-chosen development projects and livelihood improvement activities. These activities will be implemented through an agreed REDD+ benefit sharing mechanism. We are seeking an Admin and Finance Assistant to assist in community development related activities and support the implementation of KSWS project.

ESSENTIAL FUNCTIONS

1. Accounting and Financial Support:

- Support REDD+ village committees to manage budget financing with accountability and transparency.
- Support REDD+ village committees to coordinate with WCS on financing.
- Training and coaching REDD+ village committees to prepare advance request and clearance to comply with community development(DC) financial guideline.
- Keep recorded and filling community documents relevant finances
- Support REDD+ village committees to monitor community bank accounts and reporting
- Support REDD+ village committees to prepare monthly, quarterly and yearly financial report
- Support REDD+ village committees to monitor Budget Vs Spending according to activity lines as in agreement.
- Daily data entries all the transactions from communities into the Quick book accounting system.
- Ensure the transactions spending of each village are recorded with the correct GL account code and budget activity code in the system.
- Monitor and reconcile expenses and balance sheet accounts in the system.
- Prepare monthly bank and petty cash reconciliation of all REDD+ target villages
- Monthly reconcile advance to villagers/village committees.
- Provide monthly report of expenditures against budget to Senior Project Finance officer and Community REDD+ Manager with the accuracy and transparency
- Filling village communities spending in ordering.

- Conduct internal control, spot check and report to Senior Project finance officer and Community REDD+ Manager.

2. Administration Support:

- Support to administration of project budgets in compliance with financial policies and procedures.
- Work with Team Leaders and Community officers for proper documentation of the community activities including agreement, meeting minutes and other events.
- Attend monthly coordination meetings in Keo Seima or as decided by the community and REDD+ manager.
- Keep good communication with local authorities; commune, district and provincial, to promote mutual trust.
- Assisting the REDD+ & livelihood program officers in day-to-day operations as needed.
- Assist other staff within the program team.
- Perform other relevant duties as required by managers.

MINIMUM QUALIFICATIONS

- Degree in finance or accounting or administration
- At least two Years relevant employment experience with NGOs
- Experience with financial management, accounting and administration operation
- Excellent communication skills via written, spoken and graphical means
- Strong English speaking and writing skills
- Experience using applications such as Microsoft Word, Excel, and PowerPoint
- Experience using accounting application as a plus
- Demonstrated computer skills with proficiency in QuickBooks is required

PREFERRED QUALIFICATIONS

- Experience working with community development

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.