



for a living planet®

WWF-Cambodia

21, Street 322,
Boeung Keng Kang I,
Phnom Penh, Cambodia
P.O. Box: 2467

Tel: +855 23 218 034

Fax: +855 23 211 909

www.cambodia.panda.org

www.panda.org/greatermekong

wwfcambodia@wwfgreatermekong.org

Annex 1

JOB DESCRIPTION

Position title: Finance Assistant, WWF- Cambodia
Directly reports to: Chief Accountant, WWF- Cambodia
Technically reports to: N/A
Supervises: N/A
Technically supervises: N/A
Validity: One Year
Location: Phnom Penh

I. Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a Regional team in the Hanoi, Vientiane and Bangkok offices. The 'Greater Mekong Programme Office' was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, and Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

WWF Greater Mekong Programme Office has embarked on new strategic plan FY11-FY15. The new strategic plan outlines changes in the way WWF GMPO operates, both in conservation and operation aspects.

II. Major Function

Responsible for day-to-day petty cash management of WWF -Cambodia, head office, Check and review the receipts submitted by staff and ensure that cash is available for office expenses as required.

III. Major Responsibilities:

A. Technical Financial Specifics

- Check and review petty cash payment vouchers such as invoices, receipts, quotations purchase orders etc. comply with WWF policies and procedure.
- Check and ensure that the project/award code is provided and approved from budget holder and authorizer.
- Check the arithmetic of staff advance and other purchase request submit from staff

President: Yolanda Kakabadse
Director General: James P. Leape
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund



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- Prepare cash forecasting for WWF- Cambodia, Phnom Penh Office
- Processing cheque disbursement to staffs, suppliers and others compliance with WWF policies
- Liaise with bank and the local tax authority and other local government agencies regarding taxes and other issues.
- Prepare daily petty cash position report
- Handle petty cash for WWF-Cambodia, Phnom Penh Office
- Coordinate with banks for transferring money and collect bank statement
- Act as AP User for invoice and expense report register for Phnom Penh Office.
- Act as CM Super User for cash and bank management in Oracle Light System
- Prepare monthly bank and petty cash reconciliation by printing out from Oracle Light System for Finance Manager and Country Director Approval.
- Daily update bank book by working closely with Finance Officer to ensure bank balance is up to date
- Provide support to Phnom Penh Office staffs on financial technical work in particular Disbursement related.
- Coordinate with Admin staff on purchase request payment to supplier to make sure that the procurement team provide sufficient support on each procurement following WWF procurement policy and procedure
- Conduct petty cash count and surprise cash count with other finance staff.
- Maintain the filing system for financial documents to ensure all documents are available for future retrieve.
- Performs other duties as requested by Chief Accountant

B. Networking

- Promote and build good working relationships with all parts of the organisation.

IV. Working Relationships:

- **Internal:** All WWF staff
- **External:** Interact regularly with suppliers, banks, local government agencies, NGOs working in Cambodia.

V. Requirements:

1. Education and Qualification

- University degree in Accounting

2. Knowledge:

- Basic knowledge of environmental and conservation issues in Cambodia is an advantage
- Thorough understanding of financial administrative issues
- Fluency in written and spoken English and Khmer language;



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- Proficiency in MS Office, accounting software such Peachtree or ACCPAC and other database applications.

3. Experience:

- At least two years' experience in accounting, with international NGOs is desirable
- Good organisation and interpersonal skills, with ability to function in a multi-cultural environment, working under pressure of deadline,
- Capable of working with minimum supervision

4. General Skill

- Communications
- Networking and interpersonal
- Teamwork
- Fluency in written and spoken English and local language
- Proficiency in MS Office

5. Technical Skill

- Organisation and time management
- Organisational awareness and service orientation

6. Ability

- Working under pressure of deadlines

7. Personality

- Detail oriented
- Dynamic
- Friendly

8. Job Competencies:

- **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
- **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
- **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
- **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
- **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

VI. WWF's Mission and Values



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1. It is part of every staff member's job description to contribute to **WWF's mission**:
WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
 - *conserving the world's biological diversity*
 - *ensuring that the use of renewable natural resources is sustainable*
 - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's job description to embody WWF's **values**, We are:
 - **Engaging**
Open, available, accessible
 - **Optimistic**
Inspiring, positive, ambitious, successful
 - **Determined**
Passionate, urgent, results-oriented
 - **Knowledgeable**
Science and facts based, wise/smart, intelligent, expert