



**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](http://www.cambodia.panda.org)

[www.panda.org/greatermekong](http://www.panda.org/greatermekong)

[wwfcambodia@wwfgreatermekong.org](mailto:wwfcambodia@wwfgreatermekong.org)

**Annex 1**

**JOB DESCRIPTION**

**Position title:** Project Finance Assistant, EU, Eastern Plains Landscape, WWF- Cambodia

**Directly reports to:** Project Finance and Admin Officer, Eastern Plains Landscape, WWF- Cambodia

**Supervises:** N/A

**Validity:** One year

**Location:** Senmonorom Town , Mondulkiri Province

**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, 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 5 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 Cambodia has developed own new strategic plan FY16-FY20. The new strategic plan outlines changes in the way WWF Cambodia operates, both in conservation and operation aspects.

**I. Major Function**

Responsible for the day-to-day financial support and reviews the receipts submitted by staff and ensures that cash is available for office expenses as required.

**II. 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 EU rules and regulations
- Check and ensure that the project/award code is provided and approved from budget holder and authorizer.
- Check and recalculate the requests and advance settlements from staff under EU funded project.

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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- Maintains the filing system for financial documents of EU project to assist in auditing.
- Processing cheque disbursement to staffs, suppliers and others complying with WWF policies under EU funded project.
- Reconcile and follow up the staff advances under EU funded project.
- Act as AP User for invoice and expense report register under EU funded project.
- Coordinate with the banks for transferring money and collecting the bank statement under EU funded project.
- Provide EU listing report to EU finance officer, head office.
- Assist to develop progressive financial report of small grant project.
- Review and coaching the practice of small grant financial procedure and feedback.
- Coordinate with EU project finance officer for fund transfer to small grantee.
- Assist to develop timely financial report of EU project expends including budget code review.
- Performs other duties as requested by Project Finance and Admin Officer.

#### **B. Networking**

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

#### **III. Working Relationships:**

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

#### **IV. Requirements:**

##### **1. Education and Qualification**

- At least holding BBA majoring in finance or accounting
- At least diploma in Accounting

##### **2. Knowledge:**

- Proficiency in MS Office, accounting software such Peachtree or ORACLE and other database applications.
- 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;
- Networking and interpersonal
- Organisation and time management
- Organisational awareness and service orientation
- Working under pressure of deadlines

##### **3. Experience:**

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



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- Capable of working with minimum supervision

Prepared by: Peng Sopheap

Signature:

Date:

Project Admin and Finance Officer, WWF-Cambodia

Reviewed & Approved by: Moul Phath

Signature:

Date:

Landscape Manager, WWF-Cambodia

Reviewed and Approved by: Soeun Sam Ath

Signature:

Date:

HR Manager, WWF-Cambodia

Accepted by:

Signature:

Date:

Employee