



WWF-Cambodia
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JOB ADVERTISEMENT

From its origins as a small group of committed wildlife enthusiasts, WWF has grown into one of the world's largest and most respected independent conservation organizations – supported by 5 million people and active in over 100 countries on five continents.

WWF-Cambodia is looking for qualified candidates to fulfill the positions as the following:

I. Project Finance Officer For EU Based in Phnom Penh, Cambodia

A. Major Responsibilities

- 1 Provide support to Senior Project Finance Officer in planning and communication with all partners and its donor, EU, on finance and accounting policies and procedures to staff.
- 2 Provide support to set up and monitoring of internal financial control of EU project and EPL landscape as required
- 3 Review monthly detail transaction listing related to EU Project and provide recommendation for any adjustment if needed to ensure the correctness of accounting records and budget availability
- 4 Coordinates the budget preparation process with EU Project Manager and ensures the compilation of appropriate budget information.
- 5 Review and consolidate the voucher lists from all partners (ADG, CLEC, MVi), EPL field office, checking arithmetic of unit rate, unit number calculation and costs eligible before encoding the expenditures on monthly into WWF accounting system
- 6 Prepare WWF Phnom Penh voucher list for EU together with other matching funds if available on monthly basis with proper unit number and unit rate calculation
- 7 Review and follow up all outstanding advances for EU project on a monthly basis to ensure timely settlement of amounts due and alignment with project implementation timeframe
- 8 Review and provide feedback on EU consultant contract to Project Manager
- 9 Check and review details transaction listing for EU and EPL project
- 10 Ensure the accounting transaction is entered correctly in ORACLE Light and on timely basis into the accounting system
- 11 Ensure all disbursements are followed the required guideline and procedures of Donors and WWF - Greater Mekong
- 12 Provide other financial supports to EU project staff and all partners of EU
- 13 Make sure payroll transactions of EU project is correctly recorded according to the agreed project budget and support with timesheet
- 14 Review and provide feedback on EU consultant contract to project manager
- 15 Manage all outgoing contracts of EU including partners and consultant contracts and timely update in outgoing contract worksheet

B. Requirements

- Bachelor's degree in Finance and Accounting or in relevant field
- At least 5 years of working experience in finance and accounting management, particularly in

budgeting, with international NGOs is desirable, Experience in implementing and monitoring the compliance of finance and accounting system, policies and procedures, preferably the context of an international organization and Experience of working in multi-cultural environment is an advantage.

- Thorough understanding of local finance and accounting systems and laws and regulations, Basic knowledge of international finance and accounting standards, Good understanding of finance and accounting practices in NGOs in Cambodia.
- Good knowledge of fund accounting including reporting requirements and compliances of major Bi-lateral Aid Agencies – EU, SIDA, USAID, and Basic knowledge of environmental and conservation issues in Cambodia is an advantage
- General Skill as Communications and negotiation, Networking, teamwork and interpersonal, Fluency in written and spoken English and Khmer language, Proficiency in MS Office.

II. Project Finance Assistant for EU based in Mondulkiri Province.

A. Major Responsibilities

- 1 Check and review petty cash payment vouchers such as invoices, receipts, quotations purchase Orders etc. comply with WWF policies and EU rules and regulations
- 2 Check and ensure that the project/award code is provided and approved from budget holder and authorizer.
- 3 Check and recalculate the requests and advance settlements from staff under EU funded project.
- 4 Maintains the filing system for financial documents of EU project to assist in auditing.
- 5 Processing cheque disbursement to staffs, suppliers and others complying with WWF policies under EU funded project.
- 6 Reconcile and follow up the staff advances under EU funded project.
- 7 Act as AP User for invoice and expense report register under EU funded project.
- 8 Coordinate with the banks for transferring money and collecting the bank statement under EU funded project.
- 9 Provide EU listing report to EU finance officer, head office.
- 10 Assist to develop progressive financial report of small grant project.
- 11 Review and coaching the practice of small grant financial procedure and feedback.
- 12 Coordinate with EU project finance officer for fund transfer to small grantee.
- 13 Assist to develop timely financial report of EU project expends including budget code review.
- 14 Performs other duties as requested by Project Finance and Admin Officer.

B. Requirements

- University degree in Accounting
- 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, and Capable of working with minimum supervision.
- 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; Proficiency in MS Office, accounting software such Peachtree or ORACLE and other database applications.
- General Skill as good Communications, Networking and interpersonal, Teamwork and Fluency in written and spoken English and local language

III. Project Geographic Informaiton System (GIS) Officer in Mondulkiri Province.

A. Major Responsibilities

- 1 Assist the WWF Spatial Planning Technical Coordinator to prepare and propose measures with counterparts to define concepts, approaches and tools for spatial planning
- 2 Contribute to establish and regularly review on-the job training program with counterparts
- 3 Together with WWF Spatial Planning Technical Coordinator and with concerned counterparts, prepare all relevant maps for the technical report of Spatial Planning in Mondulhiri
- 4 Assisting the core working groups and the WWF Spatial Planning Technical Coordinator to prepare and provide presentations of the spatial plans to visitors and in seminars-workshops in Cambodia
- 5 Participate in field work including data collection by special surveys or by sourcing from other organizations
- 6 Conduct and assist the acquisition, processing, analysis, management and dissemination of geographic data relevant with the Provincial Spatial Planning policy and framework.
- 7 Conceive and implement a filing system for all digital information related to Spatial Planning activities
- 8 Initiate, organize and conduct trainings related to mapping, the use of Arc GIS/Q-GIS or other mapping related program for Mondulhiri Provincial Spatial Planning Team and other stakeholders.

B. Requirements

- BSc. in land management and land administration, natural resources management, environmental or another relevant degree.
- Several years of work experiences in the required field, few years of work experiences on Provincial Spatial Planning/Land Use Planning, Good knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer application (eg. MS Office, Access or other database programme), robust GIS expert, Skills in management, facilitation and communication, Commitment and willingness to team work and English proficiency in writing, speaking and reading
- Knowledge of conservation and spatial planning issues in the Greater Mekong Region, and in Cambodia is an advantage
- Technical Skill as Coaching and capacity building/development, Report writing in Khmer and English and Knowledge on data collection activities
- General Skill as Training of trainer for GIS/QGIS, Presentation and communications, Planning and organisation, Networking and interpersonal and Proficiency in MS Office.

Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging. For detailed job description, please visit the Employment page of <http://cambodia.panda.org>

How to apply?

Email a cover letter and CV with Salary expectation via email address:

jobwwfcam@wwfgreatermekong.org with the subject line: **Project Finance Officer, Project Finance Assistant and Project GIS Officer.**

Salary and Benefits: Competitive Salary plus good benefits package including 13th Month salary, Medical Allowance, Provident Fund, Severance pay, Group health insurance, Accident insurance, life insurance etc.

If you have any question, please contact to WWF-Cambodia, #21, Street 322, Sangkat Beng Keng Kang I, Khan Chamkarmon, Phnom Penh or call us: 023 218 034 (extension: 118)

Deadline for applications: 10 January 2018.

WWF is an equal opportunity employer and committed to having a diverse workforce.