



Annex I

JOB DESCRIPTION

Position title:	Finance Assistant Intern, MFF Landscape, WWF-Cambodia
Directly reports to:	Project Finance and Administrative Officer, MFF Landscape, WWF-Cambodia
Supervises:	N/A
Validity:	1 year
Location:	Kratie Town, Kratie Province

I. Major Function

She/he will be responsible for assisting the day-to-day cash management of the MFF Landscape Office in Kratie, Cambodia. Assist in checking and reviewing the receipts submitted by staff and ensure filing system of financial documents in Kratie office is maintained and managed properly.

II. Major Responsibilities:

A. Technical Financial Specifics

- Assist in checking and reviewing petty cash payment vouchers such as invoices, receipts, quotations purchase orders etc. comply with WWF policies
- Assist in checking and recalculating the requests and advance settlements from staff
- Ensure all finance vouchers are completed with supporting documents and stamps
- Assist in maintaining the filing system of financial documents
- Assist in processing cheque disbursement to staff, suppliers and others complying with WWF policies
- Assist in coordinating with the banks for transfer and collecting the bank statement
- Assist in preparing daily cash position report
- 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:** MFF staff, Finance and Administration Unit in Phnom Penh and WWF Cambodia.
- **External:** Suppliers, local government agencies, NGOs working in Cambodia especially in Kratie and Steung Treng Provinces.

IV. Requirements:

1. Education and Qualification

- University degree in Accounting/Banking (University student from year 3 will be considered)

2. Knowledge:

- Basic knowledge of environmental and conservation issues in Cambodia is an advantage



- Thorough understanding of financial administrative issues
- Good comments of written and spoken English
- Knowledge of MS Office, accounting software such as QuickBooks or ACCPAC and other database applications.
- 3. Experience:**
 - Good organisation and interpersonal skills, with ability to function in a multi-cultural environment, working under pressure of deadlines
- 4. General Skill**
 - Communications
 - Networking and interpersonal
 - Teamwork
- 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

V. 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 judgement and takes responsibility for planning to and delivering on outcomes.
- **Building Working Relations**

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

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