



JOB DESCRIPTION

Position title	: Field Finance Officer
Reports to	: Senior Field Finance Officer
Supervises	: N/A
Location	: MFF Landscape, Cambodia
Date	: February 2019

Position Summary:

The Field Finance Officer is responsible for the day-to-day cash management of the MFF Landscape office in Kratie, Cambodia. Checks and reviews the receipts submitted by staff and ensure that cash is available for office expenses as required.

Major Duties and Responsibilities:

1. Check and review petty cash payment vouchers such as invoices, receipts, quotations purchase orders etc. comply with WWF policies
2. Check and recalculate the requests and advance settlements from staff
3. Maintain the filing system for financial documents
4. Prepare cash forecasting for the MFF Landscape Office, WWF-Cambodia
5. Process cheque disbursement to staff, suppliers and others complying with WWF policies
6. Reconcile and follow up the staff advances and up to date
7. Monthly bank reconciliation
8. Enter petty cash, cheque disbursements and expenses claim into the Oracle system by project number, award number and task code based on project agreements and cost codes.
9. Coordinate with the bank for transferring money and collecting the bank statement
10. Prepare daily cash position report
11. Additional duties and responsibilities as requested by Project Finance and Admin officer

Qualifications:

Education & Experience

1. University degree in Accounting, finance and banking
2. At least two years working experience in accounting with international NGOs is desirable
3. Good organization and interpersonal skills, with ability to function in a multi-cultural environment, working under pressure of deadlines
4. Capable of working with minimum supervision

Skills & Abilities

5. Basic knowledge of environmental and conservation issues in Cambodia is an advantage
6. Thorough understanding of financial administrative issues
7. Fluency in written and spoken English native language
8. Proficiency in MS Office, accounting software such Peachtree or ACCPAC and other database applications
9. Communications
10. Networking and interpersonal

11. Teamwork
12. Fluency in written and spoken English and local language
13. Proficiency in MS Office
14. Organisation and time management
15. Organisational awareness and service orientation
16. Working under pressure of deadlines
17. Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging
18. Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

Working Relationships:

- Internal - works under the supervision of and reports directly to the Project Finance and Admin Officer. Work closely with MFF staff, counterparts, Finance and Administration Unit in Phnom Penh and WWF-Cambodia.
- External - suppliers, local government agencies, NGOs working in Cambodia especially in Kratie and Stung Treng provinces.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.