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WWF-Cambodia

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Annex 1

JOB DESCRIPTION

| | |
|--------------------------------|--|
| Position title: | Project Finance & Administrative Officer , Eastern Plains Landscape (EPL), WWF-Cambodia |
| Directly reports to: | Eastern Plains Landscape Manager, WWF-Cambodia |
| Technically reports to: | Finance Manager, HR and Admin Manager, WWF-Cambodia |
| Supervises: | Project Finance Assistant, Project Administrative Assistant, Drivers, Cleaner, and Guards |
| Technically supervises: | N/A |
| Location: | Sen Monorom, Mondulkiri |

Background

WWF has a long established presence in the Mekong region, starting in 1990 and now including Cambodia, Laos, Thailand and Vietnam. 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.

The Eastern Plains Landscape (EPL) of Cambodia is recognised as a site of global biodiversity importance and is a top priority landscape within the Lower Mekong Dry Forests Ecoregion. At the heart of this landscape are two critical protected areas, where WWF has been active for more than 10 years.

These forests are home to many endangered species including Asian elephant, leopard, banteng, Siamese crocodile, and Eld's deer as well as several endangered large water birds and vultures.

The EPL is facing significant development pressures from land conversion, mining, infrastructure development and through wildlife trade. WWF's current focus in the EPL is to support protected area management and biodiversity conservation, community engagement in natural resource management and land use planning and support to alternative livelihoods.

I. Major Function

The Project Finance & Administrative Officer provides financial support to Eastern Plains Landscape (EPL) Manager to ensure transparency, accuracy and trustworthiness and compliance with WWF Greater Mekong financial system, policies and procedures and local legal requirements. The incumbent is also responsible for the effective provision of daily administrative services to all staff in (EPL), WWF-Cambodia.

II. Major Responsibilities

A. System, Policies and Procedures Administration

- Contribute to the development and revision of all necessary GMP finance and administration systems, policies and procedures to ensure all changes in the country and regulations are reflected

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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- Provide support to the Finance Manager in the planning and organisation of the effective communications of all finance and administration policies and procedures to all staff at EPL, WWF-Cambodia
- Assist in monitoring of the implementation of the finance system, policies and procedures, cost recovery system and administer all administration policies and procedures to ensure they are followed by managers and staff
- Provide support to the set up and monitoring of financial internal controls at EPL, WWF-Cambodia and periodical review of financial system
- Contribute to the development and revision of the operational manual for projects in WWF-Cambodia

B. Overall Development, Administration and Implementation

- Provide support to the Finance Manager in the development, review and update of budget and activity workplan
- Contribute to the development, review and update of finance and accounting action plan for WWF-Cambodia
- Assist in the development, monitoring, review and update of finance and accounting activity work plans
- Work with relevant functions to arrange logistics for events and meetings held in EPL to ensure that they are properly organised and conducted, and that minutes are accurately recorded and circulated to related people when required
- Assist in preparation for and coordination of various office social activities, i.e. team building, staff retreat, sickness visit, funerals, new born baby visit, etc.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, etc
- Collaborate with Senior IT Officer to monitor all purchase orders to ensure that materials and equipment are delivered on time and to specifications
- Monitor office stocks, equipment, assets, and vehicles and work with Finance Function to code and conduct inventory bi-annually
- Ensure vehicle, motorbike, power engine and boats log book are in place and updated
- Work with Senior IT Officer and Health and Safety Focal Person to draw up schedules for the periodic inspection and maintenance of office building, equipment, assets, vehicles, monitor any work carried out by contractors to ensure that it is to the required standards, and report any problems in a timely manner
- Make sure that all WWF vehicles are registered with the related Government departments
- Monitor the conditions of office infrastructures including building, electricity, water supply, etc. and liaise with landlord and contractors to address the problems when required
- Maintain a record of reports and complaints from staff relating to the building and its fixtures and fittings
- Work with Communications Function to provide NGO Resource Center with an updated WWF entry for the NGO Directory when required
- Develop and maintain up-to-date databases of preferred and non-approved suppliers, service providers, of office assets, etc.
- Provide support to the Finance Manager, and HR and Admin Manager in conducting survey of services which are in great use of the organisation, i.e. stationery, air tickets, insurances, hotels, etc. and negotiate contracts with suppliers on the most cost-effective basis
- People Management and Organisation Development



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- Involve in the recruitment and selection of staff under supervision if required
- Oversee the provision of administration service to HR and Admin Manager in the recruitment and selection of staff and Service Provider when required
- Work with HR and Admin Manager to arrange work station and all necessary procedures for new staff
- Provide orientation and reorientation to staff to help them understand and comply with the financial and administration systems, policies and procedures of the organisation, and legal requirements
- Respond to queries and requests for all finance and administration information when required
- Responsible as direct line manager of Receptionist, Finance assistant and Administrative Assistant, Driver, Cleaner, Messenger, and Guard by reviewing individual work plan, managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that they deliver the performance objectives
- Discuss with Finance Manager, and HR and Admin Manager the training needs and development opportunities for supervised staff and any necessary training on administration system, policies and procedures for all staff
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

C. Technical Financial Specifics

- Assist the Finance Manager in the development, monitoring and review of annual budget for finance and accounting
- Provide support to the Finance Manager in producing cash flow forecasts and variances against budget projections
- Provide support to the monitoring of the use and flow of funds on all related projects in EPL according to budget constraints
- Responsible for recording data into ACCPAC with proper budget line and maintain the filing system in hard copies
- Assist in the production of financial information about the EPL's financial status and performance
- Prepare EPL's financial reports
- Assist Finance Manager to identify problems and solutions during monitoring financial situation of projects
- Provide support to the annual internal and external audits and make sure all documents are ready for the audits
- Develop and update all related databases
- Maintain an awareness of developments and up-to-date knowledge, legislation, and practices of the finance and accounting management

D. Monitoring and Evaluation, Reporting

- Provide support to the Finance Manager in preparing reports when required
- Provide support to the monitoring and evaluation of finance and accounting for EPL, WWF Cambodia
- Prepare periodically reports on field office assets

E. Networking

- Establish and maintain effective formal and informal links with suppliers, service providers, agencies to ensure that the organisation is providing the appropriate range and quality of services
- Provide active participation to the GMPO's monthly finance and accounting teleconferences and annual finance and accounting workshop as required
- Establish and maintain good working relationships with finance teams of WWF and partners, external auditors



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- Promote and build good working relationships with all parts of the organisations
- Promote the organisation's image in the community by attendance at meetings and fora in Finance management

III. Working Relationships

1. Internal

- **WWF GMPO:** Work closely with Finance, HR and Admin teams. Engage with and support WWF-Cambodia staff.
- **WWF Network:** Work with and provide support to WWF International auditors for any related issues

2. External

- Interact regularly with government agencies, polices, landlords, consultants, suppliers, service providers. Engage with other organisations on administration systems and practices for learning and sharing
- Interact regularly with counterparts, banks, local tax agents , external auditors, consultants, suppliers

IV. Requirements

1. Education and Qualification

- Bachelor's degree finance and accounting or in relevant fields

2. Knowledge

- 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 of major Bilateral Aid Agencies is preferred
- Basic knowledge of environmental and conservation issues in Cambodia is an advantage
- Good knowledge of administration process of visa, work permit, office licence, etc.
- Good knowledge of all office systems
- Basic knowledge of environmental and conservation issues in Cambodia is an advantage

3. Experience

- 3 years of working experience in finance, accounting and administration, particularly in budgeting, with international NGOs is desirable
- Experience in implementing and monitoring the compliance of finance and accounting system, policies and procedures
- Experience in supervising a range of staff undertaking administrative duties
- Experience in developing administration systems, policies and procedures is an advantage

4. General Skill

- Coaching or Supervisory
- Communications and negotiation
- Networking, teamwork and interpersonal
- Fluency in written and spoken English and Khmer language
- Proficiency in MS Office

5. Technical Skill

- Negotiation
- Report writing
- Planning, organisation, time management, and coordination
- Organisational awareness and service orientation
- Proficiency in accounting software (e.g. Oracle...etc.)
- Financial analysis is preferred
- Problem solving

6. Ability



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- Working under pressure, towards tight deadline, and working overtime if required
- Working on own initiative with minimum supervision and staying on task
- Working in a multi-cultural environment

7. **Personality**

- Detail focus
- Patient
- Has integrity

8. **Job Competencies:**

1. **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.

2. **External Orientation**

Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends.

3. **Delivering Quality Outcomes**

Establishes stretch goals, plans, using best judgement and takes responsibility for planning to and delivering on outcomes.

4. **Building Working Relations**

Builds collaborative relationships through the understanding and development of other's and own ideas.

5. **Communicating Effectively**

Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

6. **Leading Teams**

Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance

7. **Leading Change**

Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically

8. **Managing Resources**

Makes the right judgements based on financial and resource availability

V. **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