

National Finance Specialist

Title: National Finance Specialist
Programme: Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR)
Duty station: Phnom Penh, Cambodia
Section/Unit: CAISAR Project Management Office at NCDDS
Contract duration: 1 year, renewable upon satisfactory performance and available funding
Supervisor: NCDDS CAISAR Project Manager

1. General Background

The Project is designed to assist the Ministry of Water Resources and Meteorology (MOWRAM) and National Committee for Sub National Democratic Development Secretariat (NCDDS) with its strategic plans to modernize the irrigation sector. The overall goal of the Project is to make the agriculture sector in Cambodia climate resilient and sustainable.

The project goal and objective are to increase climate adaptation, mitigate the negative impact of extreme climate events, and improve the livelihoods of smallholder farmers and vulnerable rural communities in four provinces of Cambodia. The Project aims to make the agriculture sector in Cambodia climate resilient and sustainable through modernization of the irrigation sector by installing resilient irrigation systems. It will also enable farmers to adapt to climate risks and mitigate crop emissions through use of energy- and water-efficient technologies and practices. The Project will provide timely weather information and improved market integration, ultimately enhancing the livelihoods of vulnerable rural groups in the target provinces of Cambodia. The objective will be achieved by implementing three components that aim at addressing climate change vulnerabilities, increasing agriculture productivity, and developing institutional capacities.

The proposed project CAISAR will benefit more than 1.8 million people (Roughly 11% of its population) in four provinces across Cambodia viz, Kampong Speu, Kampong Chhnang, Kandal and Pursat. Identification of the target areas has been done based on i) greater prevalence of poverty, ii) higher exposure to disaster risk especially flood iii) higher vulnerability to climate change. The specific characteristics of each province, mapped against the criteria for selection.

2. Purpose and Scope of Assignment

The NCDDS will recruit a National Finance Specialist with a background in financial management responsible for overseeing the project financial management at NCDDS/PIU. S/he will be based in the NCDDS/PIU and will report to the NCDDS Project Director and Project Manager and carry out the following tasks:

- S/he will be responsible for:
 - (i) training and developing capacity of the counterpart's accountant, and mentoring him/her throughout the project;
 - (ii) establishing the project's financial systems and ensuring the implementation of all project-financed activities in line with IFAD procedures and requirements and updating the financial management manual;
 - (iii) checking and reviewing all payment orders for signature by the project management and ensuring the financial transactions are properly recorded

- and accurately;
 - (iv) coordinating with the MORWAM's Finance Advisor, Ministry of Economy and Finance, and other concerned parties to ensure prompt and correct disbursements and reporting;
 - (v) maintaining books, vouchers, and receipts according to Government's SoPs and IFAD requirements, and making them available to auditors and other authorized officials; and
 - (vi) preparing quarterly and annual financial progress reports on the project.
- Coordinate preparation of the Annual work plan and budget and ensure timely submission to IFAD and relevant government agencies.
- Master IFAD key documents such as, Financial Management and Financial Control Handbook for Borrowers, procurement guidelines and handbook, IFAD guidelines for project audits, the Financing Agreement (FA) and the Financial Management and Financial Control Letter (FMFCL)
- Develop and maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping.
- Ensure that the accounting software is fully functional and meets the needs of the project. When needed, initiate software update/customization promptly.
- Ensure that accounting records for PMU and district level offices are entered into the accounting system on a timely basis.
- Ensure all supporting documents are adequately maintained for all project financial transactions.
- Ensure that all accounting records and bank balances of PIU and district level offices/implementing partners are reconciled on a monthly basis.
- Prepare and provide financial reports, (IFRs) including the sources and uses of funds statement, incurred expenditures by component, expenditure category and financier, designated account reconciliation statement, fixed asset list and cash flow forecast etc. for submission to the Project steering committee, LPA and IFAD on a quarterly and annual basis, and maintain all records in a form appropriate for project external audit.
- Ensure IFRs are submitted within 45 days from the end of the relevant quarter, Annual unaudited financial statements are submitted within four months from the end of the relevant financial year and external audit reports together with management letter are submitted within six months from the end of the relevant financial year. Also, GCF required reports are submitted within agreed deadlines.
- Ensure external and internal audit report recommendations are timely implemented.
- Ensure IFAD Supervision report recommendations are timely implemented.
- Ensure that Project Implementation Manual, including Financial Management sections are up to date and its provisions are duly followed.
- Supporting provincial and district administrations in establishing procedures for combining and reconciling financial statements from commune councils and providing training to ensure that government, and IFAD procedures are understood and followed.
- Advising the Project Directors and Project Managers to ensure the government and external financing for the project will be used and accounted for properly in accordance with the government regulations and IFAD loan and grant agreements.
- Ensuring that all the financial aspects of the project activities is in compliance with all financial covenants and other obligations in the agreements.
- Managing the project's financial management functions under NCDDS/PIU, PWG and DIT in line with the government's requirements and systems and IFAD

- financing agreement.
- Ensuring that the financial managements systems, fund flow procedures at sub-national level and procedures for the use of special advances enable funds to flow as and when required to the provinces, districts, and commune councils.
- Providing the financial management and contract management, technical back-up, and on-the-job training to NCDDS staffs in respect to the detailed financial management and procurement tasks.
- Assisting the NCDDS Project Director, Project Manager, and NCDDS PIU staffs to respond to the audit reports and associated management letters; advise the Project Manager on how to address any financial management issues raised by the auditor.
- Providing financial management support and staff training to the staffs of the NCDDS/PIU and institutions at the sub-national level.
- Ensuring the same staff have a good understanding of all the government administrative/personnel policies including those related to:
 - (i) asset inventories;
 - (ii) proper and effective use, maintenance, storage and disposal of equipment;
 - (iii) maintenance of offices; and
 - (iv) management of correspondence.
- Preparing regular reports on the performance of the NCDDS/PIUs financial management covering progress, problems faced and resolved for submission to the Project Director and Project Manager.
- Providing the NCDDS Project Director and Project Manager, SSPs, IRRI and individual consultant with regular status reports, including information on progress made, outstanding issues and action recommended.
- Closely coordinate with MEF and IFAD Cambodia Office and financiers in following up the withdrawal applications and ensure that the fund is available in time to avoid any financial discrepancy.
- Develop and revise the financial template for communes in utilizing the FFBS's fund and provide coaching to commune council to ensure they can manage fund in the correct way.
- Assist the NCDDS Project Director and Project Manager for all the packages for consulting services and goods to be procured by NCDDS in line with the government's requirements and systems and IFAD loan and grant agreements, and IFAD financing agreement to ensure that the procurement processes and procedures are in place and adhered to in accordance with ADB and government policy for recruitment and procurement.
- Undertake other tasks assigned as requested by the NCDDS Project Director and Project Manager.

3. Qualifications and Experience

Minimum qualifications are:

- A relevant bachelor or post-graduate university degree and/or combination of appropriate experience, preferably a Certified Public Accountant or Chartered Accountant.
- Preferably 10 years of experience with the financial management and the management of rural development programs/projects, including experience with advising on the design and management of decentralized financial management

systems.

- Knowledge of the government's ongoing reforms of sub-national government.
- Knowledge of government and IFAD procedures, policies and financial rules and regulations and government financial management and administrative procedures.
- Strong knowledge of Cambodian Public Sector Accounting Standards
- Knowledge of computer information system, word processing, database, spreadsheets and financial and project management software.
- Excellent English communication skills, written and spoken.
- Availability and willingness to undertake visits to the target communes.