

# Provincial Finance Advisor

**Title:** Provincial Project Finance Advisor  
**Programme:** Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR)  
**Duty station:** *Kampong Speu Province, 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 Provincial Finance Advisors to work within the PWGs. The Provincial Finance Advisor will report to the NCDDS Project Directors and Project Managers through the PWG. They will be based at the PWG offices but will provide support to NCDDS on a regular basis. S/he will carry out the following tasks:

- Advise the PWG, DIT and Commune Council on the project's financial management functions in line with the government's requirements and systems and IFAD financing agreement to ensure that the financial managements systems are in place that will enable funds to flow as and when required.
- Advise the PWG, DIT and Commune Council to ensure the government and external financing for the project will be used and accounted for properly in accordance with the government regulations and ADB IFAD financing agreement.
- Assist the NCDDS Project Directors and Project Managers to respond to the audit reports and associated management letters.

- Advise the NCDDS and Directors and Project Managers on how to address any financial management and procurement issues.
- Provide financial management and procurement support, contract management, technical back-up, and on-the-job training to the staff of the PWG, DIT, Commune Council and other agencies involved in project management and coordination in respect to detailed financial management and procurement tasks.
- Provide the NCDDS Project Directors, Project Managers, Provincial Facilitators with regular financial progress reports, including information on progress made, outstanding issues and action recommended.
- Coach and assist the PWG, DIT and commune council finance and procurement staff in preparation of disbursement and procurement documents.
- 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 provincial offices are entered into the accounting system on a timely basis.
- Ensure all supporting documents are adequately maintained for all project financial transactions.
- Provide timely information and financial reports for regular financial reporting by PIU.
- Undertake other tasks as requested by the NCDDS Project Directors and Project Managers.

### **3. Qualifications and Experience**

Minimum qualifications are:

- A relevant post-graduate university degree and/or combination of appropriate experience, preferably a Certified Public Accountant or Chartered Accountant.
- Preferably 10 years' experience with the financial management of rural development programs/projects, including experience and working with sub national administration advising on the design and management of decentralized financial management systems would advantage.
- Knowledge of the government's ongoing reforms of sub-national government.
- Knowledge of government's SoPs, 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.