

# Finance Assistant

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| <b>Title:</b>             | Finance Assistant                                                               |
| <b>Project:</b>           | Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR) |
| <b>Duty station:</b>      | Phnom Penh, Cambodia                                                            |
| <b>Section/Unit:</b>      | CAISAR Project Management Office at NCDDDS                                      |
| <b>Contract duration:</b> | 1 year, renewable upon satisfactory performance and available funding           |
| <b>Supervisor:</b>        | NCDDDS 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 (NCDDDS) 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. Objective of the Assignment

The objective of the Finance Assistant is to assist National Finance Specialist/Finance Officer at NCDDDS-CAISAR and worked with other consultants to follow the Term of Reference and action plan to records in a timely, efficient and transparent manner in line with the Project Operational Manual (POM), Annual Work Plan and Budget (AWPB), Procurement Plan (PP) and Progress Report as the deadline for submission to Government and Bank in supporting financial management supports to the project's FM team to ensure the successful timely implementation and completion of the finance related activities.

It is expected that the selected consultant will at all times observe the highest standard of professional ethics and integrity, and promote a results-oriented approach in the area of his/her responsibility and accountability.

## 3. Term of References and Scope of Work:

- Support the project in implementing financial controls and procedures in the Project Operations Manual.
- Review payment requests and supporting documentation for completeness and accuracy.
- Prepare payment vouchers, checks, bank transfer requests, and other payment documents.

- Ensure all supporting documents are attached to vouchers and properly referenced.
- Maintain contract registers for contracts of goods, works and services, matching grants and ensure accuracy of entries and updated records at all times.
- Maintain registers for cash advances and fixed assets procured from the project.
- Assist the National Finance Specialist/Finance Officer in preparing required supporting documents for disbursement purposes such as statement of expenditures, reconciliation of the designated account (bank account) etc. for the replenishment of the Designated Account and documentation of expenditure.
- Assist the finance team in monitoring implementation of the budget by tracking each budget request to the approved activity budget.
- Assist the project's finance team in doing accounts reconciliation.
- Follow up late liquidation of cash advances by monitoring due dates of liquidation and providing reminders to relevant departments and staff.
- Assist the finance team in reviewing Petty Cash replenishments.
- Assist in the finance team in collaboration with the other implementing agencies, internal auditors, external auditor and mission team by providing information as requested.
- Assist in implementing audit recommendations.
- Assist in month-end and year-end closing activities.
- File and archive financial documents systematically.
- Perform other tasks as may be requested by Project Director/Project Manager.

#### **4. Qualification and Experience Requirements**

To be qualified for the position the candidates must meet to the minimum required qualifications as follows:

- Bachelor Degree in Accounting or Finance or related field;
- 5 years' work experience in accounting and financial management systems of project or non-profit organization or company;
- Preferably, at least 3-years' experience in implementing financial management procedures of projects financed by DPs, and the Government's standard operating procedures in the Financial Management manual for all externally financed projects/programs in Cambodia;
- Familiarity experience in carrying out public finance management.
- Have demonstrated professional experience with donor financed projects in the areas of project/program finance management. Experience working with Government's Public Services/Projects/Programs is an advantage.
- Familiar with accounting software operation; Sage 50 (Peachtree) is preferred
- Knowledge and understanding of cash basis of accounting for project operations and demonstrate ability to apply those standards to financial operations and activities;
- Good in written and spoken English and Khmer.
- Computer literate with a, thorough knowledge of the standard computer programs such as MS-Word, MS-Excel, Ms-PowerPoint, Email and Internet etc.
- Ability to work under pressure and meet deadlines.
- Good communication and interpersonal skills.
- High level of integrity, accountability, and confidentiality.