

Terms of Reference

Position:	Finance Assistant (FA)
Project Title:	Land Allocation for Social and Economic Development Project II (LASED II)
Budget line:	Credit 5807-KH
Duty Stations:	General Directorate of Housing (GDH), MLMUPC
Duration:	1 year and 6 months subjected to 3 months' probation
Basis:	Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. Under project design documents GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited

set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu.

To support the Project Finance at National Level, LASED II is seeking a qualified candidate for the post of **Project Finance Assistant**.

C. Duty and Responsibility

Project Financial Assistant (PFA)'s primary roles is to provide support to the government staff in Finance Management in order to maintain good finance management system for LASED II Project. He/She will oversee to all office finance procedure and other tasks as assigned by the management. He/she is responsible for the following tasks:

1. Assist and review all aspects of project accounting and financial reporting including maintaining proper books of accounts on the computerized accounting system of LASED II Project.
2. Assist and support the Finance Officer and Senior Finance Advisor at GDH.
3. Attend and assist in preparation of Project Annual Work Plan and Budget for LASED II Project.
4. Attend and assist in preparation and arrange trainings, workshops and act as minute taker as necessary.
5. Prepare budget procedure, disbursements, payment requests, liquidation of advances, financial reporting and filing in transparency way following project procedures.
6. Liaise closely with Provincial Finance Consultants and Provincial Finance Staffs as necessary on all matters pertaining to financial management to ensure effective coordination.
7. Assist in monitoring and support visits to target provinces and communes.
8. Prepare correspondence letters related to financial matters to concerned institutions.
9. Assist Chief of Finance prepare Financial report monthly/Semester Report;
10. Ensure all payments are complied with procedures and in transparency way, including review of supporting documents or reports;
11. Assist Chief of Finance preparing payroll/withholding Tax

12. Assist in preparation of financial report, consolidated in accounting system, as required by MEF and WB;
13. Coordinate with Finance Officers of GDH, NCDDS, and GDA/MAFF on Financial Management issues and propose solutions;
14. Help ensure that all procedures under the LASED II Project are consistent with national policy, MEF and WB;
15. Ensure archive system all finance documents regularly updated easily access for audit purposes;
16. Filing documents, the end the month during month;
17. Support Chief of Finance during partner audit, internal audit, and external audit assist find relevant supporting documents the auditor;
18. Performing other functions necessary assigned by Chief of Finance and Manager.

D. Qualifications and Experience Requirement

The applicants shall have the following qualifications:

- At least a bachelor's degree in financial, accounting management and/or related fields,
- At least 5 years of work experience in financing, accounting management tasks (preferable having work experiences with donors funded projects, WB, ADB, UN Agencies or NGOs),
- Having knowledge of Standard Operating Procedures (SOP) and Financial Management Manual (FM) of the Cambodia Government,
- Have knowledge of Excel, Peachtree, Sage 50, QuickBooks, Word processing, and willingness to learn computerized accounting system,
- Demonstrate ability to consult and work cooperatively with others,
- Good communication skill, speaking and report writing in Khmer and English.