

TERMS OF REFERENCE

Position	: Finance Officer
Project Title	: Food Security and Community-based Recovery Support to Flood-affected Communities in Cambodia
Project Number	: NCDDDS-WFP-2021-02
Duty Station	: NCDD Secretariat
Duration	: To end of September 2022

A. Background

The National Committee for Sub National Democratic Development Secretariat (NCDDDS) and World Food Programme (WFP) have a long-standing relationship focused on strengthening sub-national and commune council capacity and local development in Cambodia. In 2013-14, NCDDDS was part of the steering committee for piloting the Productive Assets and Livelihood Support Program (PALs) supported by WFP with the aim of promoting livelihoods and providing regular employment opportunities for food insecure and vulnerable households through labor-intensive works, creating or rehabilitating community assets. Through a participatory process with the commune councils, communities selected assets that contributed to higher agricultural productivity, increased access to markets and social infrastructure, and improved resilience to climate shocks.

In 2016-2017 NCDDDS, with cooperation and financial support from WFP, developed a guidance booklet on the integration of socially inclusive climate change adaptation (CCA) approaches into the Commune/Sangkat (C/S) planning guidelines. 5,000 copies being printed and distributed to all 25 provincial capitals. The booklet was also mainstreamed in the 2017 CS Development Planning and Investment Programming Guidelines as well as the revised C/S Project Implementation Manual (PIM).

In 2019, WFP launched a new Five-Year Country Strategic Plan (CSP) with a focus on contributing to achieving SDG 2 “Zero Hunger” and SDG 17 “Partnership” in Cambodia. The CSP’s Strategic Objective 2 (SO2) aims to support poor and vulnerable communities in Cambodia to be more resilient to shocks and stresses in the food system whilst strengthening the capacity of national and sub-national institutions to mitigate shocks/risks, including disaster risk reduction and climate change impacts on local food systems, in line with the Royal Government of Cambodia’s long-term strategy of poverty reduction. WFP and NCDDDS will work in partnership over the period of the CSP (five years) to achieve these goals to support stronger and resilient and food systems, with a focus on sub-national capacity strengthening through a strategic signed in 2019.

This project forms part of this strategic collaboration between WFP and NCDDDS and builds on the previous and ongoing work at the aim to mitigate the impact of floods on the food security of flood affected households and communities through providing training to provincial, district and commune officials on mainstreaming DRR/CCA in CIP, then executing the plan in 16 communes in Battambang, Pursat, Kampong Thom and Kampong Chhnang provinces. This project will be interlinked other programmes being implemented through NCDDDS, DPs and also other areas of WFP’s CSP. Activities will include a stakeholder workshop to identify and document key lesson learned and best practices from this project and other similar initiatives to be adapted and replicate in other communes and/ or provinces in the future.

The detail activities of this project will be identified through a participatory process and in consultation with relevant NCDDDS divisions and Subnational Administrations (SNAs). And are also in line with Government policies and programmes such as the Cambodia’s Sustainable Development Goals Framework 2016-2030, National Strategic Development Plan 2019-2023 with regard to promoting disaster risk management and climate change resilience and adaptation and improving food security at sub-national level; and the WFP Country Strategic Plan 2019-2023.

Specifically, the proposed project will directly contribute to the National Program on Sub-National Democratic Development II (NP-SNDD Phase 2) and its implementation plans to promote SNAs service delivery and local development. The project activities and investments, therefore, will be integrated into the annual budget plans of Ministries and SNAs. In the longer term, guidelines and investments will be taken over by the Ministries and SNAs plans and programs and funded by Government budget.

In this context, NCDSS seek to recruit a candidate suited to the post of **Finance Officer**.

B. Duties and Responsibilities

- Create and Operate project financial/accounting system.
- Coordinate with project management in process and submission fund request in time and according to the schedule.
- Review payment request with supporting documents to make sure completeness, accuracy and compliance to the procedures.
- Record and maintaining project financial transactions on time and in order, and produce vouchers including receipt, payment and adjustment for management approval.
- Make payment by deliver cheque/cash or bank transfer to the payee.
- Review and adjustment (if need) of recorded financial transactions prior generate regularly financial report. from accounting system on time and upon requested by Management.
- Periodic preparation of financial progress report for submission to WFP on time and according to schedule with accurate figures.
- Follow-up and alert on submission of advance clearance and process clearance on time.
- Forecase cashflow and monitor budget versus actual expenses, propose budget revision if need.
- Communicate with the bank and collect monthly bank statements, follow up fund and payment transfer.
- Process payroll, transfer and manage of withholding taxes.
- In close coordination with project staff, assist in preparing budget for the project events, request for cash advance and clearance.
- Assist and cooperate with external and internal audit to conduct audit.
- Perform other tasks as requested by Management.
- Support and Build Capacity of target provinces administrative on financial task.
- Provide administrative and organizational support for coordination meetings, training workshops and other events set out in project AWPB.
- Assist in managing day-to-day office operational needs, such as utilities, supplies, stationeries, and equipment, etc.
- Distribute incoming correspondence; invitation and agenda for meeting or workshop, quotation and booking, refreshment arrangements and prepare necessary information for reply/action.
- Develop and maintain a filing system of both hard and soft copy. Ensure project documents are maintained in good order for management and retrieving.
- Work closely with project staff in order to provide logistic arrangements.

C. Supervision and Reporting

During the contracted period, the Finance Officer shall work closely with staff in the Finance and Administrative Division of NCDSS to provide support of project daily operation.

The selected Finance Officer will work full time on a daily basis under the supervision of director of the Administration and Finance Division. He/she will report to Director of Administrative and Finance Division.

The Administrative and Finance Division will provide office space. Access is available to office utilities.

D. Deliverables

The Finance Officer is expected to deliver outputs as follows:

1. Project finance and accounting tasks were effectively and satisfactorily managed including financial report regularly produced on time and accurate in line with NCDD Operational Manual and WFP
2. Program administrative, human resource and logistical support activities implemented promptly, accurately and efficiently in compliance with NCDD Operational Manual
3. Other program activities implementation was supported with efficient and timely;
4. Provided assist to external and internal audit;
5. Project filing system was maintained in order and chronological.

E. Qualifications Required

- **Experience**

- Bachelor's degree in accounting & finance, business administration and/ or related field.
- At least 5 years' experience in administration, finance and HR of project support services.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge in using computerized accounting software (Sage 50) will be given special consideration.
- Good organizational skills with attention to detail and accuracy;
- Good written and oral communication skills in both Khmer and English.
- Experience working with government counterparts

- **Language**

- A good level of written and spoken English is essential.

- **Competency**

- Work prioritization and ability to perform multi-task;
- Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files;
- Proven ability to effectively deliver program operation activities on-time;
- Excellent interpersonal skills; shares knowledge and experience;
- Teamwork – proven ability to work effectively as part of the team and develop constructive working relationships with stake holders, positive, constructive attitude;
- Ready to work independently, under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

F. Application

The candidate who is interested in performing this assignment, please submit his/her document containing a cover letter briefly describing and justifying how they meet the above-mentioned requirements, an updated CV, and financial offer, in separate files and PDF format, with email subject.