

TERMS OF REFERENCE

Position	: Senior Finance Officer
Project Title	: EmPower: Women for Climate-Resilient Societies Phase II (EmPower Phase II)
Duty Station	: NCDD Secretariat
Duration	: Till of October 2026

A. Background

The impacts of climate change are unequally felt across Asia and the Pacific. Women and marginalized groups have less access to information, resources, finance and technologies, leaving them with greater challenges in coping and rebuilding after a crisis. In 2018, UN Women and the UN Environment Programme (UNEP) initiated the EmPower: Women for Climate-Resilient Societies Programme with support from the Government of Sweden to accelerate gender-responsive and human rights-based climate actions in Bangladesh, Cambodia, Viet Nam and in the wider Asia-Pacific region.

As the programme enters its second phase in 2023, it has expanded to include Indonesia and the Philippines with support from the Governments of Germany, New Zealand, Sweden and Switzerland. EmPower will continue to mobilize investment for renewable energy entrepreneurship and skills development for women and marginalized groups, promote their leadership to drive the just energy transition as well as spark commitments to accelerate gender responsive climate policies and actions.

National Committee for Sub-National Democratic Development (NCDD) is an interministerial mechanism for promoting democratic development through decentralization and de-concentration reforms. The Secretariat of NCDD (NCDDS), its core mission is to coordinate of the implementation of the National Programme for Sub-National Democratic Development within national agencies and sub-national administrations. The National Programme has committed to addressing climate change issues. NCDDS has been an implementing partner of the EmPower Phase I from 2020 until 2022, under Outcome 4: Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods.

The Empower Phase II aims to leveraging a variety of tools, methodologies, and data to implement existing plans and policies for gender-responsive, human rights-based climate action. The programme is expanding the scope for women and other marginalized and gender-diverse groups to shape decisions and build resilience, including through access to finance, technology and renewable energy as a driver of better livelihoods.

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

B. Duties and Responsibilities.

- Create and Operate project financial/accounting system;
- Coordinate with project management adviser 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 UNEP 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;
- 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

The selected Senior Finance Officer will work full-time on a daily basis under the supervision of Director of Administration and Finance Division (AFD) of NCDDDS. He/She shall report to the Director of AFD and NCDDDS Management.

NCDDDS will provide office space. Access is available to office utilities.

D. Reporting

The Senior Finance Officer is expected to prepare monthly reports on his/her own activities; substantive reports on progress and challenges in NCDDDS Progress Reports; and other reports as requested by management.

E. Deliverables

The Senior Finance Officer is expected to deliver outputs as follows:

1. Senior Finance Officer tasks were effectively and satisfactory managed including Fund Request and Financial Report regularly produced on time and accurate in line with NCDD Operational Policies & Procedures Manual and UNEP Operations Manual;
2. Program administrative, human resource and logistical support activities implemented promptly, accurately and efficiently in compliance with NCDD Operational Policies & Procedures Manual;
3. Other program activities implementation was supported with efficient and timely;
4. Provided assist to external and internal audit;
5. Project Financial filing system was maintained in order and chronological both soft and hard copy.

F. 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**

Good written, spoken and communication skills in Khmer and English.

- **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.

G. Application

Interested candidate are kindly requested to submit application, including cover letter with clearly indicate the position being applied, full resume and other supporting documents to The National Committee for Sub-National Democratic and Development Secretariat (NCDDS), Building V, Ministry of Interior's Compound, Norodom Boulevard, Khan Chamcarmon, Phnom Penh, Cambodia from 08:00am to 17:00pm, Monday to Friday or through e-mail at khim.ny@ncdd.gov.kh and Cc to chanmony@ncdd.gov.kh , no later than 06th November 2024.