

TERMS OF REFERENCE

Position	: Finance and Administrative Officer
Project Title	: Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia (KHM-RS-011)
Duty Station	: NCDD Secretariat
Duration	: Till of July 2027

A. Background

Climate change impacts are affecting the entire country, with sub-national governments taking on greater responsibility to identify, prioritize, and address these challenges through evidence-based and well-funded solutions. Effective responses require climate financing and rapid fund disbursement to strengthen resilience and support local economies—particularly in ecosystem services, health, food and water security, infrastructure, and livelihoods of vulnerable communities.

A key challenge for Cambodia is bridging the gap between the high cost of climate adaptation and the limited funding available, particularly at the local level. While international and national climate finance is growing, grassroots communities—most affected by climate change—struggle to access these resources. Additionally, there is no institutionalized system to channel public and private climate funds to sub-national, evidence-based initiatives. Consequently, Cambodia lacks a nationwide framework to establish and operationalize a sub-national climate fund mechanism that could directly support vulnerable communities.

GCF Readiness and Preparatory Support Programme: “Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia” or the KHM-RS-011 was designed with the goal is to enhance Cambodia’s ability to attract, streamline, and efficiently deliver climate finance to vulnerable local communities. Currently, sub-national climate funding is fragmented, lacks a unified system, and is difficult to monitor. To address this, the project will:

1. **Establish a Sub-national Climate Fund Framework and operating manual** –a single-source climate investment fund mechanism to direct climate finance at the sub-national level, enhancing monitoring, tracking and reporting of climate finance from numerous sources
2. **Create a National Roadmap** – For coordinated sub-national fund management.
3. **Strengthen Technical Capacity** – Training fund managers at national and sub-national levels.

The goal is to ensure climate finance reaches grassroots levels effectively, helping communities adapt to climate change.

National Committee for Sub-National Democratic Development Secretariat (NCDDS) (hereinafter referred to as “NCDDS”), is the secretariat for an interministerial mechanism for promoting democratic development through decentralisation and de-concentration reforms throughout the country. It plays an important role in implementing decentralization reform policies, local governance

and capacity development. Committed to addressing climate change issues, it mainly focuses on adaptation by engaging local government bodies in adaptation activities in areas such as livelihood enhancement, infrastructure and water security. NCDDDS is the direct access entity (DAE) to GCF and also the delivery partner for this project. As the Delivery Partner, NCDDDS will undertake responsibility for implementation of the readiness support. Hence, The United Nations Capital Development Fund (UNCDF) will be supporting the NCDD-S as an implementing partner, providing critical technical assistance and quality assurance to project activities, as well as supporting the delivery of capacity building.

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

B. Scope of work

The **Finance and Administrative Officer** supports to National Committee for Sub-National Democratic Development Secretariat (**NCDDDS**) to deliver outputs as follow:

Outcome 1.3. Relevant country stakeholders have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF funded activities.

Output 1.3.1. Relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities

Outcome 2.4. Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used

Output 2.4.1. New business models incubated and/or innovative financial mechanisms and schemes created to increase low-emission and climate resilient investment

Output 2.4.2. Strategies, roadmaps, studies and policy incentives completed to foster private financing for Country Programme implementation and/or low emissions climate resilient development

C. Duties and Responsibilities

1. Finance management

- Review and ensure that expenditure are in accordance with the project proposal policies, GCF policies related eligible costs and fees and its budget implementation approval process per project proposal.
- Create and operate project financial/accounting system.
- Coordinate with national programme coordinator 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.
- Prepare monthly expenditure report and consolidation check against monthly bank statement.
- Periodic preparation of financial progress report for submission to UNOPS and GCF on time and according to schedule with accurate figures.
- Follow-up and alert on submission of advance clearance and process clearance on time.
- Forecast cashflow and monitor budget versus actual expenses, propose budget revision if need.
- Communicate and coordinate 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 auditors to conduct audit
- Prepare and submit the financial report and a project completion report within the timeline
- Perform other tasks as requested by Management.

2. Administrative Support

- 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.

D. Supervision and Reporting

During the contracted period, the Finance and Administrative Officer shall work closely national programme coordinator, project MERL officer, Programme management unit and staff in the Finance and Administrative Division of NCDDS to provide support of project daily operation.

The selected Finance and Administrative Officer will work full time on a daily basis under the supervision and report to Deputy Head of NCDDS in charge of Programme management unit, Policy Analysis and Development and KHM-RS-011 Program Management Unit.

NCDDS will provide an office space. Access is available to office utilities.

E. Deliverables

The Finance and Administrative Officer is expected to deliver outputs as follows:

- Finance and Administrative Officer tasks were effectively and satisfactory managed including financial report regularly produced on time and accurate in line and compliance with project proposal

- Program administrative, human resource and logistical support activities implemented promptly, accurately and efficiently
- Other program activities implementation was supported with efficient and timely;
- Provided support on external and internal audit;
- Project filing system was maintained in order and chronological.

F. Qualifications Required

- **Education**

- Bachelor's degree in accounting & finance, business administration and/ or related field.

- **Experience**

- 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, Peachtree etc) and knowledge in using computerized accounting software (Sage 50) will be given special consideration.
- Familiarity with GCF and UNOPS processes, climate policy frameworks, and sub-national governance in Cambodia is highly desirable.
- 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.
- Excellent report writing and communication skills in English and Khmer.