



*for a living planet*®

## **JOB DESCRIPTION**

Position title : Field Finance Officer  
Reports to : Senior Field Finance Officer  
Supervises : N/A  
Location : Kratie, Cambodia  
Date : June 2022

### **Position Summary:**

The Field Finance unit serves as the vital link between programmes, donors, and operations. In doing so it facilitates the flow of funds, provides project financial management support, and applies operational expertise for the effective coordination of projects. Most importantly, the Unit ensures accountability towards donors.

The Field Finance Officer is responsible for the day-to-day cash management of the MFF Landscape office in Kratie province, Cambodia. Checks and reviews the receipts submitted by staff and ensure that cash is available for office expenses as required.

### **Major Duties and Responsibilities:**

1. Act as AP User and CM User in Oracle light for Landscape
2. Ensure all transactions are entered into Oracle Light timely and accuracy for Landscape
3. Check and review petty cash payment vouchers such as invoices, receipts, quotations purchase orders etc. comply with WWF policies
4. Enter petty cash, cheque disbursements and expenses claim into the Oracle system by project number, award number and task code based on project agreements and cost codes.
5. Check and recalculate the requests and advance settlements from staff
6. Process cheque disbursement to staffs, suppliers and others complying with WWF policies and donors
7. Reconcile and follow up the staff advances and up to date
8. Coordinate with the bank for transferring money and collecting the bank statement
9. Responsible for monthly bank reconciliation and petty cash reconciliation timely and accuracy for landscape office
10. Responsible for petty cash float for landscape
11. Prepare daily cash position report
12. Prepare cash forecasting for the MFF Landscape Office, WWF-Cambodia
13. Maintain the filing system for financial documents
14. Ensure compliance are in place (policy and procedure)
15. Support Senior Field Finance Officer on other tasks as required
16. Maintain good relationship with suppliers, government partners and NGO partners



**for a living planet®**

#### Qualifications:

##### Education & Experience

- At least 2 years' experience in accounting and finance in the field of international NGO's or private sector
- University degree in an appropriate subject (business, finance, economics, or accounting).
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO.
- Hands-on knowledge of the major Oracle, ERP software and excel would be a distinct advantage,
- Good English and knowledge of local languages an asset.

##### Skills & Abilities

- Developed financial management/accounting skills are essential.
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Able to work with multiple demands.
- Experience of working in a multicultural environment.
- Self-starter with strong organizational skills and adaptive planning skills.
- Excellent interpersonal skills.
- Oracle ERP experience would also be a strong asset.
- Identifies and aligns with the core **values of the WWF organisation**: Courage, Collaboration, Respect & Integrity;
- Adheres to **WWF's brand values**: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates **WWF behaviours** in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

#### I. Working Relationships:

- Internal – MFF Landscape's staff, Finance, administration and HR Unit in Phnom Penh and WWF-Cambodia
- External - Suppliers, partners, banks, tax agency & local government agencies, NGOs working in Cambodia especially in Kratie and Stung Treng Provinces.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.