

Terms of Reference

<i>Program Title:</i>	<i>National Program for Sub-National Democratic Development – Implementation Plan 2015 – 2017 (IP3-II)</i>
<i>Assignment:</i>	Finance Officer
<i>Location:</i>	<i>NCDD Secretariat, Ministry of Interior, Phnom Penh</i>
<i>Duration:</i>	<i>12 months with possibility of extension</i>
<i>Contract Type:</i>	<i>Employment Contract</i>

1. Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD)-2010-2019- and its first three-year Implementation Plan (IP₃) – 2011-2014 – have been approved by the Royal Government. The purpose of the NP-SNDD and the IP₃ are two-fold: to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

Underlying the design of the IP₃ is a national effort to develop capacity at all levels of government for democratic development including policy formulation, institutional strengthening and human resource development. At sub-national level, specific emphasis is focused on the level of the district/municipality.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDD-S) is responsible for policy formulation and program coordination. Under the overall management of the Director and his appointed Deputies, the NCDD-S consists of four Divisions: Policy Analysis and Development; Program Management and Support; Administration and Finance; and Monitoring, Evaluation and Information.

The Administration and Finance Division is headed by a Director and comprises of 4 Offices, each headed by a Chief of Office:

1. Finance and Budgeting Office;
2. Procurement Office;
3. Personnel Management Office;
4. Asset Management and Admin Office;

This Terms of Reference is for the position of **Finance Officer (FO)**, positioned within the Finance and Budgeting Office.

2. Duties and Responsibilities

Duty: The Finance Officer will work with the Finance and Budgeting Office of the NCDD Secretariat. The duty of the incumbent is to assist the Chief of the Office in management of the IP₃ funds.

Tasks:

1. Ensure application of appropriate payment procedures including review of supporting documentation and reports against requests for payments either as direct payment, increase of imprest accounts level and replenishments.
2. Assist in providing training as necessary to implementing Sub National staff in proper budgeting procedure, disbursements, preparation of payment requests, liquidation of advances, financial reporting and filing.
3. Liaise closely with the Provincial Finance Advisors and Provincial Finance Division staff as necessary on all matters pertaining to financial management to ensure effective coordination and to ensure that all procedures under the NCDD Program are consistent with national policy.
4. Ensure timely preparation of consolidated periodic reports for this project.
5. As required, carry out monitoring visits to provinces to ensure that financial management procedures are properly understood and being performed and to identify areas where additional training is required.
6. Prior to consolidation, review financial reports submitted by the provinces against implementation agreements with the donor and ensure that information is properly recorded in the financial information system.
7. Maintain proper books of accounts on the computerized accounting system and management of IP3 project bank accounts.
8. Ensure timely transfer of funds from national to provincial accounts.
9. Collaborate with internal and external auditors as required.
10. Prepare correspondence letters related to financial matters to concerned institutions.
11. Ensure maintenance of supporting documents in proper order and form for the project expenditures.
12. Perform other duties as required by the Chief of Finance Unit.

3. Reporting Relationship:

Under the overall supervision of the Director of Finance and Admin Division and is directly supervised by the Chief of Accounting and Budgeting Office.

4. Technical Cooperation:

The Finance Officer will be directly supported by the International and National Finance and Administration Advisor and other technical assistants within the team of Technical Advisors assigned to the NCDDS and its Units in agreement with the Director of Finance and Admin Division.

5. Qualifications and Experience

- Relevant University degree, preferably in Accounting and Business Administration and/or combination of appropriate experience in financial management/accounting.
- Knowledge of desktop computer use (EXCEL, word processing) and willingness to learn computerized accounting system, Peachtree.
- Good communication skills, written and spoken, in Khmer and English.
- Fast learner and can work in a team