

Terms of Reference

Programme Title:	National Programme for Sub-National Democratic Development – Implementation Plan 2015 – 2017 (IP3-2)
Assignment:	National Finance Advisor
Location:	NCDD-S, Phnom Penh with frequent travels to the provinces
Duration:	One year with possibility of extension

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) and after its first three-year Implementation Plan (IP3) – 2011-2013 was completed, second three-year Implementation Plan (IP3-2, 2015-2017– have been approved by the Royal Government. The purpose of the NP-SNDD and the IP3 are: to provide a road map for the implementation of D&D reform and strengthen SNAs aims to promote and sustain democratic development.

Specific emphasis in the second three years is focused on five outcomes including reform management, democratic accountability, human resource management, service delivery and function, and fiscal decentralization.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination.

The NCDDS is structured into 4 divisions, Policy Development & Analysis Division, Monitoring, Evaluation and Information Division, Program Management and Support Division and Administration and Finance Division

This Terms of Reference is for the National Finance Advisor in the Administration and Finance Division

2. Duties and Responsibilities

Duties

The duty of the National Finance Advisor is to provide advice and capacity of NCDD's finance and accounting staff to effectively, efficiently and transparently manage and utilize donors' fund.

His/her performance will be monitored in terms of the knowledge and skills transferred to his/her government counterparts.

Responsibilities

1-Ensure Finance & Administrative Division of NCDDs is managed with effectively, efficiency, transparency utilization of donor fund including:

- Provide advice and support to the Administration and Finance Division (AFD) of NCDDs for effective and efficient transparent utilization of donor funds in accordance with the NCDD annual work plan and budget and ensure that National Program's financial responsibilities are fulfilled in line with Financial Manual procedures, rules and systems.
- Provide technical supporting to NCDDs in financial management and the proper maintenance of the main imprest account in NCDDs, Ministry and sub national administrations.
- Provide technical input towards the improvement of process and procedures with regards to NCDDs financial/accounting system and District/Municipal and Commune/Sangkat financial management.

- Support the NCDDS to undertake regular visits to the Ministries and sub national (provinces) to resolve difficult problems, support major activities, establish and or conduct monitoring and evaluation of financial system and procedure.
- Support the NCDDS-AFD to prepare estimates of expenditure and monitor budgets for the National Program/IP3.
- Support to the NCDDS-AFD to ensure appropriate monitoring of individual donor contributions and preparation of all financial reports required by those donors according to procedures agreed upon by the donor partner concerned.
- Establish and maintain close contact with cooperating counterpart Government and implementing agencies to ensure smooth financial operations and to advise them on donors/lenders financial procedures and requirements.
- Support to the NCDDs in conducting of internal audit and external annual audit of financial statements.
- Participate/Observe in the interview process when required.
- Provide technical input in design financial system and accounting software, report and problem shooting.
- Provide assistance relating to effective control and management.

2-Provide technical coordination

- Provide support, advice and coordination to the Provincial Program Management Advisor (PPMA) and Provincial Finance & Administration Advisors (PFA), so that National Program/IP3 responsibilities are fulfilled in accordance with donor partner policies and procedure.
- Brief and extend necessary advice to the PPMA and PFA to ensure up-to-date financial system and policies are understood and applied.
- Coordinate in selected audit firm to conduct of annual audit of financial statements.

3-Capacity build and Training Support

- Capacity builds with supporting to NCDDs in financial and accounting management, and the proper maintenance of the imprest account in NCDDs, Ministry and Sub National Administration.
- Capacity build the Administration and Finance Division's staff to undertake regular visits to the provinces to resolve difficult problems, support major activities, establish and or conduct monitoring and evaluation of system and procedure, and adherence to rules and regulations.
- Capacity build with supporting to the Administration and Finance Division's staff in preparing estimates of expenditure and monitor budgets for the program.
- Capacity build to the Administration and Finance Division's staff to ensure appropriate monitoring of individual donor contributions .
- Capacity builds and supports the Administration and Finance Division's staff to establish and maintain close contact with the local bank on a variety of accounting and financial matters.
- Train to build the capacity all finance/accounting staff in Finance Division of Provincial Office, Provincial Treasury and Administration and Finance Division's staf on financial and administration process and procedure.
- Develop an effective training materials and guidelines to support the Administration and Finance Division's staff to train the Ministry, Provincial, District and Communes accounting staff on financial management and reporting.
- Provide technical input towards training of Administration related to Finance.

4-Perform any other tasks as required by the NCDDs

- Perform any other tasks instead of National Senior Finance Advisor when vacancy.
- Draft all routine correspondence related to accounting and financial matters.
- Prepare monthly and other work-plans and reports as required and submit through PPMA/PFA to the Director of the NCDDs.

- Perform other duties as required by
Executive Deputy Head of NCDD
Director of Administration and Finance Division.
Senior National Finance Advisor
- Assist in the translation and interpretation.

3. Reporting Relationship

The National Finance Advisor will work under the overall supervision of Director of Administration and Finance Division and Senior National Finance Advisor. He/She will work closely with staff of Administration and Finance Division.

4. Expected Results

The expected outputs of post will impact on the effectiveness, efficiency, transparency and accountability of utilization of donors' fund for the NCDD Secretariat, and ultimately on the successful implementation of the National Program/ three years Implementation Plan (IP3).

5. Qualifications

The National Finance Advisor is expected to possess the following qualifications:

- Well knowledge of National Program and Three year Implementation
- Master's degree in a relevant field (Financial/Accounting, Management, Economics, etc.)
- Comprehensive knowledge of Project Implementation Manual (PIM) and basic knowledge on accounting.
- Proven experience in capacity building and facilitating training.
- At least five years experience in management of financial & accounting system and procedure.
- Ability to network with a range of agencies on financial system issues.
- Actively works towards continuing personal learning and applies newly acquired skills to the workplace;
- Ability to work effectively in a team
- Has ability to work with minimum guidance to complete assigned tasks;
- Manage priorities in order to meet tight deadlines; and
- Possesses proven communication skills, interpersonal and reporting skills.
- Understanding of the Cambodia administrative system, at both National and Sub-National levels.
- High-level skills in Microsoft Office or equivalent software packages, knowledge of Peachtree accounting system are an advantage.