

**GREEN CLIMATE FUND READINESS PROJECT - CAMBODIA  
JOB DESCRIPTION**

**I. Position Information**

Job Title:	Administrative and Finance Assistant
Reports to:	Director/Project Manager, Department of Climate Change
Contract Type:	Contract staff
Classified Level:	L-5
Duration:	One year with possibility of extension

**II. Organizational Context**

The Green Climate Fund (GCF) is a new global fund created to support the efforts of developing countries to respond to the challenge of climate change. GCF helps developing countries limit or reduce their greenhouse gas (GHG) emissions and adapt to climate change. The Royal Government of Cambodia has successfully accessed GCF Readiness support directly to develop the procedures and human capacities required to adequately manage the partnership with the GCF, and coordinate inputs from various stakeholders. The National Council for Sustainable Development (NCSD) is supporting the National Designated Authority for the GCF in Cambodia, in charge of coordinating and approving the GCF portfolio in-country.

The Department of Climate Change (DCC) within the General Secretariat of NCSD (GSSD) is coordinating the implementation of the proposed activities under the readiness project, which will help the Government to manage these demands in a way that is consistent with national strategies and plans (CCCSP, NSDP), and at the same time meets the requirements of the initial investment framework of the GCF.

The project is organized around two outcomes, focused respectively on i) strengthening of the NDA (in line with NDA functions required by GCF) and ii) development of an engagement framework and country programme with GCF.

GSSD is recruiting an Administrative and Finance Assistant, under the supervision of the designated project manager in DCC.

**III. Functions / Key Results Expected**

**Summary of Key Results Expected**

The Administrative and Finance Assistant will work closely with the whole project team (staff and consultants) and will perform the following key functions:

1. Provide general administrative support to the day-to-day operation of the project;
2. Provide accounting support and administration of the project budget.

**1. Provide general administrative support to the project**

In line with the GSSD Operations Manual, provide support on administrative matters, including but not limited to:

- Drafting of correspondence relating to administrative matters and organization of the dispatch of correspondence;
- Maintaining contact lists for different institutions and individuals related to the project;
- Booking meeting space as requested by management;
- Managing human resources, including recruitment, administration of entitlements, leave records etc. ;

- Managing procurement processes including travel arrangements for missions, organizing meetings and workshops, and other procurement processes;

## **2. Provide accounting support and administration of the project budget**

In line with the GSSD Operations Manual, provide support on budgeting and financial management, including but not limited to:

- Processing financial documentation (vouchers, supporting documents, telephone invoices, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded, travel claims, monthly payment orders and other entitlements are duly processed
- Managing cash receipts and petty cash
- Timely and accurately preparing bank reconciliations
- Compiling data for internal/external audit
- Extracting, inputting, copying and filing data from various sources, and maintenance of the proper filing system for financial records and documents.
- Keeping track of procurement against the annual procurement plan;
- Maintaining inventory of office equipment;
- Maintaining the stock of office supplies;
- Draft all required financial reports, assets reports, annual work plans / budgets and requests for disbursements from GCF, for management approval.

## **IV. Recruitment Qualifications**

Education	Bachelors degree in Accounting and Finance, Business, Public Administration or other areas related to the ToR.
Experience:	<ul style="list-style-type: none"> <li>- At least 3 years of relevant administration, accounting and financial experience with a company, international organisation or NGO in Cambodia;</li> <li>- Experience in the usage of Peachtree Accounting and office software packages (MS Word, Excel, etc);</li> <li>- Ability to use office equipment such as photocopier, scanner and fax machine;</li> <li>- Previous experience working for a development project, or prior experience in the environment or climate change sector would be an asset.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Demonstrated planning and organizational skills</li> <li>• Attention to detail</li> <li>• Team worker</li> </ul>
Language Requirements:	Excellent command of Khmer (both written and oral) and good working knowledge of English.