



**INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM)  
IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE  
OF NORTHERN REGION OF CAMBODIA  
JOB DESCRIPTION**

**I. Position Information**

Job Title: **Finance Officer**  
Reports to: **Project Coordinator**  
Contract Type: **Contract staff**  
Classified Level: **L-7**  
Duration: **One year with possibility of renewal**

**II. Background**

The project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E

**III. Functions / Key Results Expected**

The Finance Officer will work under the direct supervision of the National Project Coordinator and work closely with Project Team. S/he will be performing the following key functions:

1. Responsible for providing general financial support to the project;
2. Take own initiative and perform daily work in compliance with annual work schedules;

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<ol style="list-style-type: none"> <li>3. Assist project management in performing budget cycle: Planning, Preparation, revisions, and budget execution;</li> <li>4. Provide assistance to partner agencies in project activities, performing and monitoring financial aspects to ensure compliance with budgets costs, as necessary, in line with GSSD guideline;</li> <li>5. Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized;</li> <li>6. Assist project team in drafting quarterly and yearly project progress reports concerning financial issues;</li> <li>7. Ensure that UNDP procurement rules are followed during procurement activities that are carried out by the project and maintain responsibility for the inventory of the project assets;</li> <li>8. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assists external evaluators in fulfilling their mission;</li> <li>9. Prepare all outputs in accordance to ProDoc and GSSD guideline;</li> <li>10. Ensure the project utilizes that available financial resources in an efficient and transparent manner;</li> <li>11. Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs;</li> <li>12. Perform all other financial related duties, upon request</li> </ol>	
<b>IV. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• At least Bachelor’s Degree in finance, Business Management, or related field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 6 years relevant work experience in financial management of development projects or similar field, with ability to review and analyse budgets, financial management systems, financial statements and audit reports;</li> <li>• Experience in working with government institutions and development partners;</li> <li>• Previous experience working with a GEF-supported project is considered an asset.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Self-motivated and ability to work under the pressure;</li> <li>• Team-oriented, possesses a positive attitude, and works well with others;</li> <li>• Flexible and willing to travel;</li> <li>• Excellent interpersonal skills;</li> <li>• Good knowledge of word, outlook, Excel and internet browsers is required;</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent verbal and writing communication skills in Khmer and good knowledge in English.</li> </ul>

*Interest individual should submit a cover letter, CV and support reference no later than 20 July 2020 (5:00 PM) to the Department of Biodiversity, Ministry of Environment: Third floor, Morodok Techo Building ( Lot 503 ) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: [preangk@gmail.com](mailto:preangk@gmail.com). Only short-listed candidates will be contacted for interview.*