

## TERMS OF REFERENCE

### Finance and Admin Officer (FAO)

#### I. BACKGROUND

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, Grow Asia brings together companies, governments, NGOs and other stakeholders to develop inclusive and sustainable value chains and initiatives. At Grow Asia's core are three goals – to increase the productivity, profitability and environmental sustainability of smallholder agriculture across the region.

The Cambodia Partnership for Sustainable Agriculture (CPSA) is Grow Asia's Country Partnership in Cambodia, which works closely with the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Relevant Government Agencies.

Like Grow Asia, CPSA brings together companies, government agencies, civil society organizations, farmer groups and financial institutions to link smallholder farmers to the market with the shared goal of increasing farmers' profits and productivity while improving the environmental sustainability of their farms. CPSA does this by:

- Being an inclusive platform for networking and information exchange
- Prompting sectoral or market systems transformation through its Working Groups (WGs)
- Providing education and advisory for MSMEs, entrepreneurs and farmer organizations
- Supporting the development of sustainable and pro-smallholder agricultural development

CPSA is currently supporting four WGs (Cashew, Pepper, Fruit & Vegetables, and Agri-Food SMEs) and three cross-cutting issues (Contract Farming, Responsible Agricultural Investment and AgriTech).

In 2021, CPSA with supports from Khmer Enterprise (KE), a unit under the Ministry of Economy and Finance with a vision to become the national platform for promoting entrepreneurial activities in Cambodia, will start the implementation of a new project, called "Agripreneurship Incubation Program". This is a key project under CPSA where we are looking for a Finance and Admin Officer to join the team and lead the financial as well as administrative tasks of the Project.

#### II. THE MAIN DUTIES AND RESPONSIBILITIES

We are looking for a driven and experienced **Finance and Admin Officer** to join our team in Cambodia. **Finance and Admin Officer** will work directly with CPSA's project and program managers and financial manager.

- Maintaining cashbooks and conduct weekly/ monthly cash count together with Finance Manager/Project Manager to ensure that all cash on hand matches the cashbook recording system.
- Manage, coordinate and document organization's regular or annual events (e.g. staff workshop, professional development training, retreat)
- Maintain computer records of all transactions.
- Monitor and provide financial oversight and budget monitoring of each projects
- Responsible for payments of regular bills and accounts in a timely manner.
- Prepare all financial records; ensuring coding is correctly and properly kept.

- Responsible for timely cash and bank transactions, and for collection of any bank documents.
- Provide technical support to the program staff in financial matters.
- Responsible to prepare monthly salary tax and withholding tax payment on time to avoid getting penalties from the General Department of Taxation.
- Prepare the cash and bank reconciliation and respond to any discrepancies between the cashbook and the bank statement.
- Ensure timely payment of all leases, vendors, staff, insurance payments and other obligations.
- Responsible to check all purchased items are paid at a reasonable and fair market price.
- Responsible to fill all the financial vouchers related to the programs
- Responsible to scan all vouchers and supporting documents on monthly basis and upload to the system
- Monitoring/spot checks of all materials/stocks
- Responsible to check monthly finance vouchers. Ensure they are all posted within each month.
- Assist Finance Manager/Project Manager in preparing monthly account reports including banks reconciliation, salary and tax calculation and payment), cash and bank journals etc...
- Assist Finance Manager/Project Manager preparing the annual budget for projects.
- Perform any other job related task as required by the direct supervisor and Country Director
- Report immediately to line management and/or Country Director anything that lead to violation of regulations and policy
- Logistic support and events invitation follow up with partners/participation list
- Responsible to control CPSA letter in/out related from partners

### III. Key deliverables

- 1- Cash and bank management is correctly reconciled each month.
- 2- Financial system and reporting are correct and completed in timely manner.
- 3- Donor and CPSA's Compliance is correct, legal, and reported on time.
- 4- Financial and other related procedures are done according to policy.

### IV. QUALIFICATION:

- Self-motivated and self-disciplined, with the ability to work autonomously, meet deadlines and manage competing priorities.
- Good interpersonal skills, with the ability to build strong relationships with a variety of stakeholders across cultures.
- Ability to collaborate with the other team's members and WG core members.
- University degree in business administration, finance or accounting.
- At least 3 years of post-qualification experience preferably including responsibility for the financial and accounting operations of NGOs, private/public sector agency.
- Knowledge of agriculture sector and current development programs is a plus.

### V. APPLICATION AND ENQUIRIES:

Interested individuals should send their resume, cover letter and contact details of 02 references to [phatlida.cpsa@growasia.org](mailto:phatlida.cpsa@growasia.org) and cc: [ratha@growasia.org](mailto:ratha@growasia.org).

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.