

Annex 8: Position Description

Principal Recipient Position Description

Position Title	Accounting Assistant	Grade	
Bureau/Department	Finance Unit		
Reports to	Chief of Finance		
Background/Main Role of Position	<p>The National Centre for Parasitology, Entomology and Malaria Control (CNM), has been implementing a strengthened and comprehensive malaria program since 2004 through a series of grants received from the Global Fund for HIV/AIDS, TB and Malaria (GFATM). The UNOPS as the Principal Recipient for the Regional Artemisinin Initiative and New Funding Model Grant received funding from the Global Fund to collaborate closely with CNM in the malaria fight. CNM is designated as the Principal Implementing Partner (PIP) for the program of Regional Artemisinin Initiative and New Funding Model in Cambodia. CNM is designated as the Principal Implementing Partner (PIP) for the program of Containing Artemisinin-Resistant Plasmodium Falciparum Parasite and New Model Funding, Moving toward Malaria Pre-Elimination Status in Cambodia. CNM, in collaboration with UNOPS and other partners, endeavours to ensure more effective decentralized malaria control operations at provincial and operational district levels and bring down the malaria related morbidity and mortality in the country.</p> <p>Under supervision of Chief of Finance, the Accounting Assistant is responsible for assisting in the following functions:</p>		

Responsibilities

Responsibility 1:	Act as the secretary to the Finance Unit	
Activities	Outputs	
1- Register incoming correspondences, invoices and request for payments, and distribute to the responsible person in a timely manner;		
2- Assist in the preparation and processing of documents for activities of finance, including typing, formatting and editing of correspondences, packaging and disseminating of correspondences and reports;		
3- Maintain and update donor-related documents and records;		
4- Maintain the filing system, both hard copies and electronic files, of Finance unit vouchers and documents ensuring appropriate system for retrieving		
5- Update contact list of relevant contact persons, ministry, organizations and stakeholders for the use of the Finance		

Unit;		
6- Maintain stock of office supplies and stationeries, and responsible for maintenance of office equipment of finance unit;		
7- Ensure all receipts or vouchers which already paid are stamped "paid" and filled properly;		
Responsibility 2:	Ensure the effectively support to the grant implementation and record of the document from SSRs, ODs, etc.	
Activities		Outputs
1- Verifies all receipts and supporting document from provincial offices and return the feedback if needed;		
2- Raise payment vouchers and submit to the Chief of Finance for certifying and to the Director for approving;		
3- Coordinate with the bank for the correct fund transfer from CNM to the provinces, suppliers, staffs etc.;		
4- Ensure the correct charge in the request document in accordance to the approved budget lines;		
5- Verify and proceed the cash advance payments to provincial offices and CNM's Phnom Penh office in the system;		
6- Reconcile the project cash balance to the cash remains in hand and at the bank and its incurred expenditures;		
7- Perform weekly checking account receivable ledger (ARL) advance to ensure the outstanding advances are cleared within 10 working days from the date advance is taken;		
8- Follow up with the concerned units/ offices about outstanding advance and request for immediate action for overdue advance;		
Responsibility 3:	Provide administrative support for the workshop/meeting	
Activities		Outputs
1- Compile and prepare the workshop/meeting/training payment documents for clearance to ensure the advance is cleared within the 10 working days;		
2- Prepare travel authorization permission for the		

participants;		
3- Prepare the list of participants for workshop/meeting/training;		
4- Calculate the entitled per-diem for all participants		
Responsibility 4:	Process payment vouchers in the QuickBooks financial system	
Activities		Outputs
1- Raise payment vouchers related to the project expenses as well as the payment to CNM staff members i.e. per-diem for travel to provinces;		
2- Ensure the supporting document are proper attached to the payment vouchers;		
3- Ensure the proper charge of payment by checking it against the approved work plan and budget, cost categories, billed amount, etc.;		
Responsibility 5:	Act as petty cash custodian	
Activities		Outputs
1- Record all the petty cash payment in the petty cash ledger;		
2- Raise petty cash payment vouchers and ensure appropriate supporting documents are attached with the related petty cash vouchers;		
3- Perform regular cash count and request replenishment of petty cash balance before it is going to be exhausted;		
4- Prepare monthly petty cash reconciliation		
Responsibility 6:	Other duties related to post as required by supervisor	
Activities		Outputs

Person Specification

Experience	Essential:	<ul style="list-style-type: none"> Minimum 3 years of relevant experiences
	Desirable:	<ul style="list-style-type: none"> N/A
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> Accounting and Administrative
	Desirable:	<ul style="list-style-type: none"> Knowledge of Microsoft Offices and accounting software (QuickBooks)

Qualifications and Training	Essential:	Bachelor's degree or equivalent in Finance, Business Administration, Accountancy ore related field (CAT) with 3 years of relevant experience.
	Desirable:	<ul style="list-style-type: none"> N/A

Signature _____
Manager

Signature _____
CNM Director

DATE _____

DATE _____