

Annex 8: Position Description

Principal Recipient Position Description

Position Title	Accountant	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, 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 the Chief of Finance is responsible for administering CNM/GFATM sub-sub recipient fund and, policies compliant, prepare reports and ensure the payment vouchers and supporting document are in place.</p>	

Responsibilities

Responsibility 1:	Assist in budget planning and pre-assessment of the SSRs	
Activities	Outputs	
1- Assist the Chief of Finance in preparing budgets planning for SSRs comparing with the program activities and budget approval;		
2- Assist the Chief of Finance in reviewing of the payment disbursement plans including payment requests from SSRs;		
3- Monitor any changes of the approved budget to the actual incurred expenditure of SSRs;		
4- Set up the monitoring control on financial management and reporting period of the expenses to be timely submitted from SSRs;		
5- Assist the Chief of Finance in the preparation of quarterly, semi-annually, interim assessment reports and disbursement request according to the GF's reporting		

requirement;	
6- Assist the Chief of Finance to regularly revise the procedure and orientate to accounting staffs of SRs/SSRs;	
7- Involve in conducting pre-award assessment of SSRs and support to sub-sub recipients;	

Responsibility 2:	Ensure the proper recording and controlling of accounting transaction in the QuickBooks Financial System	
Activities	Outputs	
1- Check advance payment request, project disbursement request, and other payment requests by controlling the validity and accuracy of the supporting document, activity budget and/or other payment information, ensuring that appropriate procedures are being followed including appropriate signatures for approval;		
2- Verify all receipts from SSRs, provincial offices and ODS prior to submit to the Chief of Finance for certifying;		
3- Ensure the correct accounting code and budget activities are recorded in the system;		
Responsibility 3:	Prepare the bank reconciliation on monthly basis	
Activities	Outputs	
1- Collect the monthly bank statement from the bank within the first week of the following month;		
2- Prepare monthly bank reconciliation by identifying the unreconciled items;		
3- Record the unreconciled item in the system to ensure the item will not be existed in the next accounting period.		
4- Ensure the bank reconciliation is performed monthly and completed within the first week of the following month;		
Responsibility 4:	Assist in monthly staff payroll	
Activities	Outputs	
1- Draft monthly payroll for staff holding contract under the GF grant ;		

	2- Calculate the severance pay for staff;	
	3- Calculate tax on salary of CNM staff and assist the Senior Finance Officer to pay at the tax department;	
Responsibility 5:	Petty Cash Management	
Activities		Outputs
	1- Conduct regular surprise cash count to the petty cash custodian, Accounting Assistant;	
	2- Review and reconcile the petty cash report prepared by an Accounting Assistant;	
	3- Verify petty cash payment prior submission for the Chief of Finance approval;	
Responsibility 6:	Assist in report preparation	
Activities		Outputs
	1- Assist the Chief of Finance in preparing the monthly financial reports;	
	2- Assist in monthly review of financial system in recording and posting of project expenditures;	
	3- Perform the budget check and report to the Chief of Finance if there is any irregular transaction found;	
	4- Produce other reports as requested by the Chief of Finance and Director of CNM	
Responsibility 7:	Assist in audit preparation	
Activities		Outputs
	1- Assist the LFA in reviewing document of the project;	
	2- Conduct spot check to the provincial offices;	
	3- Assist project audit if there is any;	
Responsibility 8:	other duties related to post as required by supervisor	
Activities		Outputs
	1- Act as the cash payment custodian for paying per-diem to participant during the workshop/meeting/training organized by the CNM;	

2- Ensure the show-up participant is paid for the entitled per diem as per rule and procedure;	
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Person Specification

Experience	Essential:	<ul style="list-style-type: none"> • Minimum 5 years of relevant experiences • Experience working in collaboration with NGOs
	Desirable:	<ul style="list-style-type: none"> • N/A
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> • Financial Management • Financial Reporting • General Accounting • Budget Preparation • Treasury • Cash management
	Desirable:	<ul style="list-style-type: none"> • Knowledge of QuickBooks Pro. and Microsoft Offices
Qualifications and Training	Essential:	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent in Finance, Business Administration, Accountancy or related field (CAT) with 5 years of relevant experience.
	Desirable:	<ul style="list-style-type: none"> • N/A

Signature _____
Manager

Signature _____
CNM Director

DATE _____

DATE _____