

Annex 8: Position Description

Principal Recipient Position Description

Position Title	Senior Finance Officer	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, the Senior Finance Officer is responsible for assisting Chief of Finance in administering CNM/GFATM project funds, policies compliant, field monitoring.</p>		

Responsibilities

Responsibility 1:	Ensure implementation of operational strategies and adapt processes and procedures focusing on achievement of the grant.	
Activities	Outputs	
1. Under the guidance of the Chief of Finance, ensure the full compliance with the provisions of the GF Financial Rules and Regulations in all financial transactions, recording, reporting, etc.;		
2. Assist the Chief of Finance to analyze and monitor the financial situation of the GF grant;		
3. Support the Chief of Finance in overall financial management and oversight of Financial Risk of the GF activities, not limited to the survey and implementation plan, but also includes review of strategies, and guidelines to mitigate risk;		
4. Develop internal Standard Operational Procedures (SOP) and workflows for the finance section in order to		

operationalize internal control framework in close coordination with the Chief of Finance		
Responsibility 2:	Responsible for the financial management of the GF grant	
Activities		Outputs
1. Check the request and disbursement voucher prepared by accountant against the approved budget before requesting for approval		
2. Follow up on the request and voucher to ensure it is arrived the PR's office for the timely payment to supplier, SSRs, staff and consultants etc.;		
3. Timely identify and record the receipt in the QuickBooks Financial System		
4. Check documentation to ensure certification of services rendered/goods delivered is written on the payment document and duly signed by authorized staff;		
5. Assist in preparing and circulating the monthly management accounts within the agreed timeframes for the CNM;		
6. Assist in the review of the budget against actuals and highlight any material discrepancies for pro-active action		
Responsibility 3:	Effectively manage the budget of GF grant	
Activities		Outputs
1. Assist in preparation of the annual budget and budget revision in accordance with the guidelines for budgeting of GF grants;		
2. Define budget into the QuickBooks Financial System once it is approved by the GF;		
Responsibility 4:	Responsible for staff payroll under the GF grant	
Activities		Outputs
1. Process payroll by exporting the excel drafting into the Financial Accounting System;		
2. Wire salaries to CNM staff's bank account to ensure that staffs receive their salaries on time;		
3. Check the calculation of the severance pay and transfer to the CNM's saving bank account;		
4. Check the calculation of tax of CNM staff salary and make		

payment to the tax department;		
Responsibility 5:	Perform the month-end closing of QuickBooks Financial System	
Activities		Outputs
1. Performs month-end and year-end closings of the financial system; including reconciliation and review of the correctness of the data;		
2. Reconcile and review of the correctness of the data entering in the system;		
3. Record the unreconciled item in the system to ensure the properly closed of the account;		
Responsibility 6:	Maintenance of Financial System	
Activities		Outputs
1- Responsible for the day-to-day administration of the Financial System;		
2- Assist the Chief of Finance in maintaining of the Financial System and related procedures for optimal technical performance;		
3- Recommend for system improvement or customize and maintain adequate accountancy reports;		
4- Provide financial system training to finance staff at CNM and SSRs;		
5- Back up the financial system regularly		
Responsibility 7:	Others as required by the Chief of Finance	
Activities		Outputs
1- Provide cover for other finance staff's member when he/she is absent;		
2- Deputize for the Chief of Finance when he/she is absent;		
3- Promote the CNM in a positive and professional manner.		

Person Specification

Experience	Essential:	<ul style="list-style-type: none"> • Master degree/CPA with minimum 3 years of relevant experiences or Bachelor Degree with minimum 5 years of relevant experiences • Project management especially forecasting and budgeting • Experience working in collaboration with NGOs
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	Desirable:	<ul style="list-style-type: none"> • Significant experience working in the health care sector and government
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"> • Master's degree or equivalent in Finance, Business Administration, Accountancy or related field (CPA) with 3 years of relevant experience.

Signature

Manager

Signature

CNM Director

DATE

DATE
