

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 from the Global Fund for HIV/AIDS, TB and Malaria (GFATM). UNOPS as a Principal Recipient for Regional Artemisinin-resistance Initiative to Eliminate Malaria Grant (RAI2E), received funds from Global Fund to collaborate closely with CNM in the malaria fight. In addition, CNM is designated as a Principal Implementing Partner (PIP) for the program of Containing Artemisinin-Resistant Plasmodium Falciparum Parasite and Moving toward Malaria Elimination Status in Cambodia. CNM, in collaboration with UNOPS and other partners, endeavors to ensure more effective decentralized malaria control operations at provincial and operational district levels and bring down malaria-related morbidity and mortality in the country.</p> <p>Under the supervision of the Chief of Finance, Senior Finance Officer is responsible for assisting the Chief of Finance in administering CNM/GFATM project funds, policies compliance, and field monitoring.</p>		

Responsibilities

Responsibility 1:	Responsible for the financial management of GF grant
Activities	
1-Follow up and review financial report of PHD/SSR submit to CNM monthly. Check/review financial reports from PHD/SSR and then prepare voucher. Then, enter into the accounting system is offered to another Senior Finance Officer for further checking/verification compared with the accounting system.	
2- Support PHD/SSR accounting staff to complete their financial reports on time.	
3- Assist in preparing vouchers for all transactions in daily operation and posting them into the accounting system.	
4- Assist in reviewing budget against actuals and highlighting any material discrepancies for pro-active action and any other tasks as required.	
Responsibility 2:	Ensure the proper recording and controlling of accounting transactions in the QuickBooks Financial System.

Activities	
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 PHD/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 monthly:
Activities	
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.	
Responsibility 4:	Assist in monthly staff payroll
Activities	
1- Prepar monthly payroll for staff holding contract under the GF grant.	
2- Calculate the tax on salary for staff;	
3- Calculate tax on salary of CNM staff and assist the Senior Finance Officer to pay at the tax	
Responsibility 5:	Petty Cash Management
Activities	
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 before submission for the Chief of Finance approval.	
Responsibility 6:	Assist in report preparation
Activities	
1- Assist the Chief of Finance in preparing the monthly financial reports.	
2- Assist in monthly review of the financial system in recording and posting project expenditures.	
3- Perform the report 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	
Responsibility 7:	Assist in audit preparation
Activities	
1- Assist the LFA/audit, OIG, etc., in reviewing the project's document.	
2- Conduct supervision to the provincial offices;	
3- Assist project audit if there is any;	
Responsibility 8:	Other duties related to post as required by supervisor
Activities	
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.	

Person Specification

Experience	Essential:	<ul style="list-style-type: none"> • Bachelor degree in Accounting/Finance with a minimum of 5 years of relevant experiences • Project management especially forecasting and budgeting • Experience working in collaboration with NGOs and governments.
	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 Accounting software and Microsoft Office.
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 five years of relevant experience.
	Desirable	<ul style="list-style-type: none"> • N/A