

**Principal Implement Partner (PIP)
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 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 fund from Global Fund to collaborate closely with CNM in malaria fight. 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 supervision of Chief of Finance, Senior Finance Officer is responsible for assisting Chief of Finance in administering CNM/GFATM project funds, policies compliant, and field monitoring.</p> | | |

Responsibilities

| | | |
|---|--|----------------|
| Responsibility 1: | Ensure implementation of operational strategies and adapt processes and procedures focusing on achievement of grants. | |
| Activities | | Outputs |
| <ol style="list-style-type: none"> 1. Ensure full compliance with provisions of GF Financial Rules and Regulations in all financial transactions, recording, reporting and Program Management Guidelines (PMG), etc. Provide capacity building to sub national level (24 Provincial Health Departments), 5 other ministries and NGO counterparts to ensure accuracy of financial data. | | |
| <ol style="list-style-type: none"> 2. Analyze and monitor financial GF budget and expenditures to ensure that there is enough fund for implementing project activities to achieve project indicators | | |

| | |
|--|----------------|
| <ul style="list-style-type: none"> - Develop tools to such financial template to support Sub national level in producing monthly financial reports to be submitted on a regular basis. | |
| <ol style="list-style-type: none"> 3. Work closely with program unit to oversight of Financial Risk of program activities and guidelines to ensure the fund usages are compliant to GF guideline and mitigate risk | |
| <ol style="list-style-type: none"> 4. Develop internal Standard Operational Procedures (SOP) and workflows for finance section in order to operationalize internal control framework in close coordination with other units, sub-national level and other counterparts | |
| Responsibility 2: Responsible for financial management of GF grant | |
| Activities | Outputs |
| <p>Responsible for all grant under GF grant and follow up, review financial report from Sub-National level, other ministry and CSOs to submit to CNM on a monthly basis. Check/review financial reports from Sub-National level, ministry and CSOs</p> <p>Coordinate with PHD/OD accountants to submit monthly financial reports to CNM and review their financial reports to minimize risk of financial data.</p> <p>Provide coaching to PHD/OD accountants to better their understanding on monthly financial report procedure and budget assumptions.</p> | |
| <ol style="list-style-type: none"> 1. Support accountant of Sub-National level, ministries, CSOs to complete their financial reports on time. | |
| <ol style="list-style-type: none"> 2. Review vouchers and supporting documents and then record financial data into excel record book and QuickBooks accounting system before submitting to Chief of Finance | |
| <ol style="list-style-type: none"> 3. Review of budget analysis against actual expenditures and highlight any variance discrepancies for pro-active action and any other tasks as required etc. | |

| | | |
|--------------------------|--|----------------|
| | Ensure all supporting documents to be verified against the financial data as requirement from LFA and external auditors | |
| | 4. Work closely with program unit to develop budget proposal for new project. Support program unit to re-programming budget base on the project needs. | |
| Responsibility 3: | Staff capacity building at sub-national levels | |
| Activities | | Outputs |
| | 1. Regular visit to the assigned provinces to provide capacity building on their monthly financial reports and accounting supporting documents Support PHD/ODs/SSRs to deal with any issues from the ground such as fund flow from PHDs down to ODs Coordinate with subnational level to provide supporting documents as required by LFA and auditors. | |
| | 2. Provided refresher training/on the job-training on monthly financial reports to PHDs/ODs/SSRs accountant Provide training to new recruiting staff on financial policies and procedures | |
| Responsibility 4: | Perform month-end closing Accounting System | |
| Activities | | Outputs |
| | 1. Perform month-end, quarterly, semester and year-end closings of financial system; including reconciliation and review correctness of the data | |
| | 2. Reconcile and review correctness of the financial data from National level, PHDs and SSRs to be accounted into Accounting System (Quick Book) | |
| | 3. Verify financial data between Excel and Quick Books to ensure the accuracy of financial data and make adjustments of unreconciled on some financial data | |
| Responsibility 5: | Maintenance of Financial System | |
| Activities | | Outputs |
| | 1- Responsible for the day-to-day administration of Financial System Provide ongoing trainings to new recruiting finance staff | |

| | |
|--|--|
| 2- Maintain Financial System and related procedures for optimal technical performance | |
| 3- Recommend for system improvement or customize and maintain adequate accountancy reports | |
| 4- Weekly back up financial system regularly | |
| Responsibility 6: | Others as required by Senior Finance Officer and Chief of Finance |
| Activities | Outputs |
| 1- Provide cover for other finance staff's member when he/she is absent; | |
| 2- Deputize for Chief of Finance when he/she is absent; | |
| 3- Promote CNM in a positive and professional manner. | |

Person Specification

| | | |
|-------------------------------|------------|--|
| Experience and qualifications | Essential: | <ul style="list-style-type: none"> • Master degree in Accounting/Finance with more than 10 years of relevant experiences • Project management especially forecasting and budgeting • Experience working in collaboration with counterparts and governments. |
| | Desirable: | <ul style="list-style-type: none"> • Significant experience working in 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 (Quick Book, Sun System) and Microsoft Office. |