

**TERMS OF REFERENCE (TOR)**  
**Finance and Administration Specialist**  
**Ministry of Rural Development,**  
**Cash for Work Program for Rural Development**  
**And Livelihood Enhancement Project**

**12 person months (Intermittent Basis)**

**Objective and Scope of the Assignment**

The Finance and Administration Specialist will be responsible for the management and coordination of the administrative and finance support to the Project implementation activities within the PIU/MRD; in coordination with all PDs/ PPIUs and with other agencies involved. Under the supervision and overall guidance of the Project Manager the specialist will work closely with the Financial and Accounting team; with the Procurement and Contracts Team, with the Engineers team and with the PCMU, coordinating project activities with PDs/ PPIUs, along with other agencies involved, to manage administrative support in the project implementation following the Project procedures. The specialist will report to the Project Manager and the Project Director.

**Minimum Qualification Requirements**

The specialist will have at least a Bachelor's degree (or equivalent) in business administration/accounting/ economics and at least 8 (eight) years of relevant professional experience. The Consultant is required to have at least 5 (five) years of work experience on public sector projects in the same professional areas and with similar responsibilities, as mentioned below. Substantial working experience in administrative management of the Government projects at national and sub-national levels; and/or experience with the RGC Implementing Agencies/ Ministries in a professional support capacity, especially in agriculture and rural development sectors, will be an advantage. The specialist should be familiar with the Royal Government financial and procurement management regulations and procedures. Demonstrated advanced computer skills related to the MIS/ databases, spreadsheets and project planning tools are required. Excellent English language skills, and ability to translate written and oral work communication in both English and Khmer languages, are preferable.

The position will be based at the PIU/MRD office in Phnom Penh with periodic field supervision visits to the targeted provinces under the Project Components. The input will be for 12 months, from August 2017 to October 2018.

He/she will be responsible for:

- (i) ensuring provision to PIUs and PDs/ PPIUs and other agencies involved support, advice, guidance and all documents necessary for the successful Project implementation;
- (ii) ensuring and coordinating support to efficient operations of the PCMU, PIUs, PDs/ PPIUs and other project offices in terms of day-to-day administration and administrative support
- (iii) ensuring administrative support in preparation of the recommendations for the approval of the proposed Sub-Projects Lists
- (iv) ensuring efficient support in preparation and update of the Project plans, such as the Operations Plan; the Financial and the Procurement Plans

- (v) ensuring the establishment and maintaining a sound system of the Project documentation filing, classification, storing and backing up of the essential hard and soft copies
- (vi) Maintain sound finance and accounting systems throughout the project;
- (vii) Assist the PIU to maintain the project accounts for efficient project implementation;
- (viii) Maintain the books of accounts, monitor the project cash flow accounts, and manage the daily cash transactions at the PCMU;
- (ix) Prepare the financial statements of the project account;
- (x) Prepare imprest account reconciliation for 2nd generation imprest account;
- (xi) Assist and provide on the job-training to IAs in maintaining the imprest accounts;
- (xii) Assist in managing finance and accounting records for the project;
- (xiii) Maintain the project bank accounts, including the preparation of monthly bank reconciliations;
- (xiv) Maintain the project fixed asset registry;
- (xv) Ensure that all expenditure supporting documents are well-classified and maintained;
- (xvi) Prepare request for replenishment and direct payment;
- (xvii) Assist the PIU to prepare quarterly and annual financial reports on the project; and
- (xviii) Undertake any other financial management requirements assigned by the PIU.