

## **CAMBODIA MSME PROJECT**

### **STATEMENT OF WORK**

**Name:** .....

**Position:** Senior Project Accountant

**Task Order Name:** Micro Small and Medium Enterprise 2/ Business Enabling Environment

**Contract Number:** EEM-I-00-07-00009-00, Order No. 04

**Period of Performance:** 2 years

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### **Background**

The USAID Cambodia MSME Project (MSME) is being implemented by Development Alternatives, Inc. (DAI). The Project improves the performance of firms in select value chains, supports public-private dialogue and strengthens the public sector through targeted technical assistance to promote an improved business enabling environment. The project has geographic coverage of 16 provinces in Cambodia.

The objective of this Scope of Work is to provide support to the MSME project. The Senior Project Accountant is responsible for providing standard international accounting practices to the Cambodia MSME 2 project, maintains expenses and petty cash accounts, local payroll, and performs weekly and monthly reporting as mandated by DAI and ensures effective execution of financial services. In the implementation of duties it is the finance coordinator's responsibility to ensure that all transactions are in compliance with both DAI (internal) and USAID contract rules and regulations. The Senior Project Accountant will coordinate project accountants in the Finance Unit.

### **Tasks:**

- Conduct all operations in accordance with DAI policies, USAID rules and regulations, and in compliance with the Cambodia/MSME 2 Finance and Operations and Personnel Manual;
- Ensures effective and accurate financial resources management and coordinates of the Finance team.
- Oversight and review of FERs and cash management processes, including, bank relationship management; timely accounting and bank reconciliation of all reports.
- Apply established accounting principles to records, analyze financial information and prepare financial reports;
- Backup financial information daily on a disk;
- Have accountability for the accuracy of all financial data and responsible for notifying the COP immediately if there are any financial problems;
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- Provide field reports to the DAI home office project accountant and upload field reports into DAI's accounting system according to established schedules;
- Prepare complete and accurate bank reconciliations for all field report accounts;
- Record petty cash transactions into the field reports; alert management immediately if there are any discrepancies;
- Audit travel vouchers according to USAID policies and distribute the amount of the travel voucher minus any travel advance;
- Ensure that all financial transactions are supported by complete and accurate supporting documentation, authorizations, and receipts;
- Compile and analyze financial information to prepare entries to accounts and document business transactions;
- Prepare weekly and monthly reports to both specify and to summarize current and projected financial position of the project;
- Audit contracts, orders and vouchers and prepare reports to substantiate individual transactions prior to settlement;
- Document and coordinate implementation of accounting and accounting control procedures;
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts;
- Prepare weekly wire requests to request monies from the DAI Home Office; ensure that sufficient funds are present to pay project expenses;
- Ensure that financial backup is sent to the DAI Home Office on a monthly basis by the deadlines established by DAI/Bethesda;
- Coordinate with all field office managers to ensure that field offices have sufficient cash and that field expenditures are recorded appropriately;
- Train field office managers on proper financial recording;
- Maintain an accurate updated travel advance register and alert project management when advances are not retired within the deadline specified in the project Operations and Personnel manual;
- Liaise with the DAI Home Office to ensure that transactions are properly recorded, project internal controls are strong, and issues are resolved in a timely manner;
- Perform other duties as assigned.

## **Reporting**

The Senior Project Accountant will report to director of operations.

## **Qualifications**

Candidate will meet the following qualification requirements:

### **Knowledge and Education**

- Five (5) or more years of accounting experience;
- Knowledge of USAID and USG rules and regulations governing assistance projects;
- Knowledge of local tax laws;
- Proficiency in accounting software;
- Knowledge of Cambodian business and regulatory environment preferred.



## **Job Skills**

- Proven organizational skills;
- Computer proficiency;
- Excellent report writing skills;
- Excellent teamwork skills, including interpersonal and communication skills.

## **Languages**

- English and Khmer language fluency required.