



**មជ្ឈមណ្ឌលឧត្តមភាព ប្រពលវប្បកម្មកសិកម្មនិរន្តរភាព និងអាហារូបត្ថម្ភ**  
**Center of Excellence on Sustainable Agricultural Intensification and Nutrition**

**JOB DESCRIPTION**

- Job Title : Administrative and Accounting Officer
- Report to : Business Manager
- Line Coordination : Project Coordinator, Two field technicians/trainers, Conservation Agriculture Expert
- Technical report to : Business Manager and Program Manager of CE SAIN
- Salary Range : 5,400\$ - 10,200 per annum
- Work location : Phnom Penh with frequent travel to Battambang province
- Validity : One year with possible extension.

**Introduction**

The Center of Excellence on Sustainable Agricultural Intensification and Nutrition (**CE SAIN**) of Royal University of Agriculture (**RUA**) receives financial support from the United State Agency for International Development (**USAID**) through Feed the Future Innovation Lab for Collaborative Research on Sustainable Intensification (SIIL). CE SAIN was officially launched on September 22, 2016. The overall goal of CE SAIN is to foster private sector innovation, agricultural research, education and training and public sector capacity building through improved collaboration and knowledge sharing focused on improving food and nutritional security in Cambodia.

CE SAIN has received funding assistance for a three-year project from USAID and will partner with Centre de coopération internationale en recherche agronomique pour le développement (**CIRAD**), the Conservation Agriculture Service Center (**CASC**) and Department of Agricultural Engineering (**DAEng**) under the General Directorate of Agriculture (**GDA**), and Swisscontact Cambodia. This project entitled “**Private Sector Engagement in Conservation Agriculture Machinery and Service Provision to smallholder Farmers**” and has been implementing in three districts of Battambang province including Banan, Rattanak Mondoul and Samlout from July 2018 to June 2021. The goal of this project is to empower private entrepreneurs, agricultural

machinery manufacturers and importers, agribusiness retailers and service providers, smallholder farmers and public institutions to shift from conventional soil degrading agricultural production systems to profitable soil and ecosystem enhancing Conservation Agriculture Production System (CAPS). The specific objectives as below:

- **Build capacities of extension staff, field operators, service providers, cover crops seed producers and farmers on Conservation Agriculture Production System (CAPS).**
- **Establish networks of entrepreneurs, retailers, service providers and farmers to enhance CAPS and**
- **Create enabling environments that moves entrepreneurs, farmers and private service providers to shift investments from conventional tilled to CAPS.**

### **Major Function**

This is a Fixed Duration Contract (FDC) with 12 months duration contract. S/he will be accountable for the project above and other CE SAIN project activities. S/he will provide effective administration support, manage the project's procurement and finance and prepare financial reports for this project. S/he will be directly supervised by Business Manager and work closely with Program Manager of CE SAIN, Project Coordinator, Conservation Agriculture Expert, two technicians/trainers and CE SAIN Center Secretary.

### **Objectives:**

1. Ensure financial system (accrual, payment, data entry) of the project to be effectively implemented with transparent and accountable manner.
2. Ensure the administrative and procurement work to be smoothly implemented.
3. Ensure office, asset and inventories of the project to be properly registered and managed
4. Build the capacity of project staff on USAID and CE SAIN system, policy and requirement.

### **Major Responsibilities:**

- Prepare monthly report, budget forecasting, budget request and cash consolidation sheet
- Closely coordinate with Project Coordinator and program team.
- Orient new staff and provide guidance on USAID/CE SAIN system policy and requirement to ensure program staff are knowledgeable.
- Maintain chart of account and enter the finance information into Excel spread sheet/Quickbook system.
- Inform the project team about the spending, cash flow transaction (Cash in Bank, Cash on hand), underspent rate and provide recommendation for actions to be taken.
- Check and verify staff advance request and expenses and consolidate all expenses.
- Keep and organize all invoices, receipts, cheques and relevant supporting documents
- Ensure office stationary in stock.
- Lead in all procurement processes, make contract agreement and closely check the quality of the service before making payment to suppliers.
- Report to management team of CE SAIN if any fraud or serious conflict of interest found.
- Check and register the asset and inventories and provide a report for submission.
- Prepare monthly salary and benefit sheet for project staff.
- Other tasks assigned by line manager and CE SAIN.

## Minimum Required Qualification/Skills

- Bachelor or Master's degree in accounting, finance, management or other related fields.
- At least one year experience in administration, cashier or accounting role.
- Proven track record on office management or finance system management.
- Knowledge on accounting system (Quickbook or Peachtree system).
- Good coordination and facilitation skill
- Knowledge about agriculture sector in Cambodia.
- Excellent interpersonal and team player.
- Able to work under pressure and response to multi-tasks.
- Good command in English is preferable

## Application Information

Interested and qualified applicants should submit their current resumes and cover letters referring to the position to CE SAIN via [cesain@rua.edu.kh](mailto:cesain@rua.edu.kh) by closing date below.

Closing date: 11<sup>th</sup> October 2018

For further information, please contact us via [cesain@rua.edu.kh](mailto:cesain@rua.edu.kh) or 023-6365-226.

CE SAIN would like to thank all applicants for their interest but only shortlisted candidates will be contacted for interview.

