

## Terms of Reference: ICEM Finance Officer

### Background

ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, socio-economic analysis and environmental assessment tools. The Centre draws from an active network of experts and organizations, nationally and internationally, and in public and private sectors in forging partnerships to address critical conservation and development issues.

ICEM is now seeking a qualified candidate to fill in the below position:

**Job Title: Finance Officer**

Report to: Finance Manager

Duration: 2 years renewable

Deadline for application: 5<sup>th</sup> December 2015

Expected starting date: 1<sup>st</sup> January 2016

Salary: Competitive package

### Key responsibilities:

The ICEM Finance Officer will be responsible for the following duties:

#### **Accounting:**

- (i) Process payments for ICEM staff, consultants and other concerned parties in compliance with ICEM policy and procedures
- (ii) Prepare journal entries, make accurate and appropriate recording of income and expenses
- (iii) Prepare monthly bank reconciliation and other accounting report.
- (iv) Assist with preparation and coordination of the audit process
- (v) Support in preparing ICEM's annual balance/profit and loss sheet
- (vi) Assist with implementing and maintaining internal financial controls and procedures

#### **Project financial management:**

- (vii) Involve in project financial management including keeping track of and reporting on the financial income and expenditure of ICEM projects.
- (viii) Maintain financial records in compliance with accepted policies and procedures as well as donor rules and regulations

- (ix) Prepare periodically financial reports and invoices to donors
- (x) Closely working with Project Coordinator to prepare Costs Estimate for Workshop to submit to Clients for prior approval.
- (xi) Support to prepare budget for proposal development
- (xii) Support to checking various contracts (procurement, services, workshop, printing contracts, etc) in regard to the accuracy of figures, dates, delivery terms, payment terms and other information of the contracts)
- (xiii) Other duties as defined by the ICEM Director Operation and ICEM Finance Manager.

**Qualifications:**

- University degree in accounting & finance
- At least 8 to 10 years experience in a similar position in a foreign business
- Very good spoken and written English language skills
- Computer literate (Microsoft Word and Excel and accounting software)
- Good analytical skill and results oriented; Honest and accurate; Mature and reliable
- Ability to manage and work independently and efficiently
- Ability to work closely with program staff, while ensuring the needs of Finance Department are met in a timely fashion.