



MINISTRY OF HEALTH
Greater Mekong Subregion Border Areas Health Project
ADB Loan No. 4233-CAM (COL)/Grant No. 0856-CAM (SF)



REQUEST FOR EXPRESSION OF INTEREST
Recruitment: National Individual Consultants
Finance Officer (1 Position)

The Government of Kingdom of Cambodia has received a Loan of USD27 million and Grant USD5.55 million from Asian Development Bank toward the cost of Greater Mekong Subregion Border Areas Health Project. The project will improve access to quality health services for populations residing in and migrating across Banteay Meanchey Province in Cambodia's northwest, as a transit point for migrants departing to and returning from Thailand and a destination point for internal migrants seeking opportunities in the province's special economic zones (SEZs) and informal sector industries. The project will invest in new health facilities and equipment, expand the availability of clinical care and migrant-specific health services, improve the quality of the health workforce, and extend health-care-related financial protection to migrants.

The Ministry of Health, Greater Mekong Subregion Border Areas Health Project is recruiting the national individual consultants for the position **Finance Officer**.

The assignment is full-time for 38 person-months but the contract will be on an annual basis subject to renewal based on satisfactory performance. The national consultant will report to the Project Director through Project Coordinator.

Expected Tasks

- Assist to prepare annual budget plan in accordance with the government chart of account, categories and monitor the expenses versus budget
- Set up QuickBooks accounting software to meet the project's financial reporting purposes and government reporting standard.
- Prepare the payment voucher for day-to-day financial transactions
- Assist in consolidating Project annual budget plan of ADB fund and GCF fund;
- Review expenses and records into the accounting system to ensure transparency and eligibility in accordance with the FMM;
- Check proper authorization of expenditures which will be classified by nature of expenses and sources of funding and by categories;
- Prepare withdrawal applications for submittal to ADB through MEF (using CPD, when applicable) and following-up on payments; Ensuring that the Imprest Account reconciliation is timely and properly carried out;
- Maintain accounting files in accordance with accounting procedures
- Prepare and updating fixed assets listing
- Assist to provide training to Project accounting staff at all levels and conducting regular supervision visits;
- Assist to prepare quarterly and annual project progress reports
- Assist internal and external auditors to conduct audits by furnishing them appropriate documents, assisting in identifying location of assets and facilitating communication with concerned IAs for audit purposes;
- Prepare a tracking list of the project's budget and expense keep it updated to make sure it's not variance in the annual work plan; and
- Perform other tasks as assigned by the Project Director/Project Coordinator.

Minimum Qualifications

- Minimum Bachelor's degree in accounting or finance (Master degree in Finance or Accounting or relevant subjects preferred, but not required);
- At least 5 years' experience in financial management of similar donor assisted project(s);
- Familiar with Standard Operating Procedures and Financial Management Manual (SOP/FMM) issued by the Government;
- Good knowledge of the health operations and health financing in the Kingdom of Cambodia is an advantage;
- Strong knowledge in using accounting software and be able to customize to generate reporting requirement of the project;
- Familiar with working ethos and practices of the Royal Government of Cambodia;
- Experience in carrying out training on financial management is an advantage;
- Very good interpersonal communication skills;
- Proficiency in English.

Interested candidates shall submit their Expression of Interest (EoI) through the ADB's CMS (Consultant Management System) at cms.adb.org. In case candidates are not yet registered on the ADB's CMS, they are advised to immediately register themselves through the CMS online portal and then submit their EoI through the CMS. In addition to the above, candidates may (but not mandatory) also send their CV including a cover letter, by or before the submission deadline to **H.E Moeung Vannarom**, Project Coordinator, Ministry of Health, Greater Mekong Subregion Border Areas Health Project, #18, Street 118, Sangkat Mittapheap, Khan 7 Makara, Phnom Penh, Cambodia. Tel: (855) 23 998 548/ 998 549, E-mail: moeungvannarom@gmail.com. with cc to kou.raksmeay@yahoo.com. The closing date for the submission of Expression of Interest (EOI) is: on or before **26th March 2025**.