

Position Description

Finance & Procurement Officer



Position Title	Finance & Procurement Officer
Program	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	Finance Specialist
Location	Phnom Penh

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

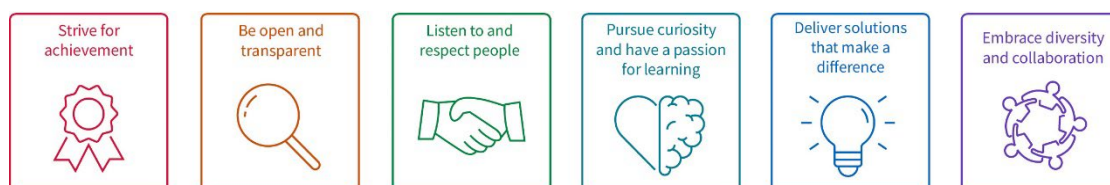
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Program

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

Purpose and Objectives

The Finance and Procurement Officer is responsible for supporting the effective, efficient, and compliant delivery of finance and procurement services across the Phnom Penh office, provincial offices, and other project implementation locations. The role serves as the primary in-country focal point for finance and procurement operations, working closely with the Finance Specialist, Operations & Grants team, and corporate teams to ensure adherence to DFAT and ACP4Climate policies and procedures.

The Finance and Procurement Officer provides day-to-day support in administering financial transactions and procurement processes, maintaining accurate records, and ensuring compliance with internal controls and donor requirements. The position also contributes to maintaining administrative systems that support effective program delivery, operational compliance, risk management, and audit readiness.

Key Responsibilities

The Finance and Procurement Officer responsibilities include:

- Provide day-to-day financial support to the program's in-country financial management system, ensuring strong internal controls and compliance with DFAT and ACP4Climate requirements.
 - Maintain accurate, well-organised, and audit-ready financial records and supporting documentation to support financial reviews, donor compliance checks and audits.
 - Ensure compliance with financial management policies, procurement procedures, and donor regulations across all program activities.
 - Review and process advances, liquidations, vendor and grantee payments, financial reconciliations, and reporting.
 - Prepare the QuickBooks reports and ensuring accuracy in data entries and task coding.
 - Assist the Finance Specialist in monitoring of the program expenditure, including assisting with the monthly bank reconciliations and compliance with local accounting standards and donor reporting requirements.
 - Identify, monitor and manage financial, procurement and contractual risks, ensuring appropriate risk management processes are implemented and documented including active and documented risk assessments are conducted across program activities.
 - Entry the monthly e-tax filling transaction including purchase report, VAT and withholding tax verifying versus QuickBooks reports.
 - Assist in maintaining financial systems and processes that promote accountability, transparency, value for money, and compliance with donor requirements.
 - Liaise with a wide range of local and international vendors to obtain quotations, supporting documentation, and required compliance records.
 - Support procurement processes, including requests for quotations (RFQs), bid evaluations, purchase documentation, contract administration, and vendor/supplier due diligence, in accordance with ACP4Climate policies and DFAT requirements.
 - Assist in maintaining procurement records and documentation to ensure transparency, compliance, and audit readiness.
 - Communicate with grantees, stakeholders and corporate focal point on relevant procurements, including support to procure in-kind grants materials.
 - Support supplier onboarding, verification, due diligence and contract management activities, ensuring compliance with organisational and donor requirements.
-

Key Responsibilities

- Identify and minimise exposure to procurement and contract non-compliance and fraud issues and support the handling of such issues in close collaboration with the Operations and Grants Lead.
- Provide operational support across procurement, finance, administration, logistics, and technical activities as required.
- Contribute to continuous improvement of procurement and operational systems, processes, and documentation.
- Assist and check on the requisition form from the staff and field offices and update the requisition record
- Undertake other duties as assigned by the Finance Specialist.

Selection Criteria

Qualifications

- Degree in accounting, finance, business administration or a related field.

Experience

- Minimum 3-5 years experience in financial management or accounting roles.
- Demonstrated experience managing financial systems and financial reporting in development programs, NGOs or donor-funded projects.
- Experience maintaining financial documentation and systems to support audits and compliance requirements.
- Experience in procurement process in compliance with DFAT requirements and the Commonwealth Procurement Rules (CPR) desirable.

Knowledge, Skills and Attributes

- Knowledge of donor financial compliance requirements (experience with DFAT or other international donors desirable).
- Strong proficiency in financial management software such as QuickBooks and Microsoft Excel.
- Strong analytical skills and attention to detail.
- Ability to organise and maintain clear financial documentation, procurement and records.
- Strong written and verbal communication skills in Khmer and English.
- The position is reserved for Cambodian Nationals.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or

any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.