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VACANCY ANNOUNCEMENT FOR NERI-PEI Project Accountant

Location:	Vientiane Capital, LAO PDR,
Application deadline:	06 th January 2012
Type of Contract:	Issued by project (long term with probation period)
Languages Required :	English / Lao
Starting Date :	February 2011
Duration of the Contract :	6 months (with possibility of extension based on performance)

Background

Through the joint UNDP-UNEP Poverty-Environment Initiative (PEI), UNDP is supporting the Government of Lao PDR to implement PEI Framework which aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes. UNDP wishes to recruit a qualified accountant for 6 months (February 2012 to end of July 2012) to provide support to the implementation of the NERI-PEI country programme.

Duties and Responsibilities

Under supervision of national project manager (NPM) and an international technical advisor (ITA), and working as a member of the project team, the Project Accountant provides support to the development of all financial matters related to the project. The Project Accountant will be responsible for advising on the financial management of the project and the maintenance of accurate accounting and financial records and reports, in accordance with the project document and UNDP Guidelines for Nationally Executed Projects. The Project Accountant's major tasks will include, but not necessarily be limited to, the following:

- Maintaining proper financial records and files in accordance with prevailing procedures;
- Preparing draft financial reports for the project team and advising them accordingly;
- Monitoring and supervising expenditures by project;
- Monitoring and analyzing project expenditures with respect to approved budgets and work-plans;
- Compiling monthly, quarterly and annual expenditure reports for the NPM, ITA, and project team, and providing expenditure updates as required;
- Preparing requests for direct payment and requests for advance to project operating account;
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property;
- Briefing people or organizations in receipt of payments from the project on financial procedures and required documentation and overseeing payments of payments from the project including daily living and travel allowances for training participants etc.;
- Briefing and assisting newly arriving international and local consultants on basic financial procedures and requirements with respect to payments, entitlements, banking, currency provision and other issues related to finance;
- Ensuring financial guidelines are followed and best practices maintained during the implementation of all project activities;
- Liaising with UNDP Finance Unit and UNDP Programme Analyst and Programme Associate as required;
- Performing other relevant duties as required.

Expected outcomes / results

High quality financial support, management advice and substantial administrative and logistical assistance to the NERI-PEI Project Team. Sound financial management.

Qualifications and experience

- Recognized accounting qualification
- Knowledge of modern accounting and office procedures
- At least three years accounting experience
- Proven spreadsheet (Excel), typing, word-processing and PC ability
- Experience working with development projects an advantage
- Fluency in English and Lao, with reasonable written and oral communications skills

Duty Station: National Economic Research Institute, MPI, Vientiane Capital

Detailed job description available at: <http://www.undplao.org/vacancies/>

Applicants are requested to send electronic versions of:

1) Cover letter stating their interest in and qualifications for the job; 2) Current and complete C.V. to:

Email: t.soukhamthat@neri.gov.la or to Development Research Division – National Economic Research Institute, Vientiane, Telephone: (856 21) 711 418 Fax: (856 21) 711 181, indicating on the email title: “**Application for NERI-PEI Project Accountant**”

Female candidates are encouraged to apply. Applicants will be contacted only if under serious consideration.