



Terms of Reference Finance Officer

Location :	Vientiane Capital, Lao PDR with possible field trips to remote districts
Type of Contract :	Project Position
Post Level :	
Languages Required :	English, Lao
Starting Date :	March 2011
Duration of Initial Contract :	One year with possibility of extension subject to satisfactory performance
Expected duration:	4 years

Background – Community Participation and Communication Support Programme

The CPCSP is a four-year programme [2011-2014] aiming to advance civil society through community media in Lao PDR. Since 2006, UNDP has been working in partnership with the Ministry of Information and Culture to pilot community radio in Khoun District, Xiengkhouang. In 2007, the first station operated by community volunteers was launched. In line with the Government's plan to expand community radio to the 47 poorest districts of the country, UNDP will support the scaling up of community radios and help develop local capacity to sustain them in the longer term. In addition, the programme will help community radio to further develop institutionally. The programme will seek to identify lessons, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness.

The programme is seeking a qualified **Finance Officer** who can provide significant support to the Programme Office based in Ministry of Information and Culture in Vientiane during the course of the programme implementation.

Project Outputs:

Output 1	'Scaling-up' – Community media scaled up to poor and under-served districts
Output 2	'Capacity for sustainability' – Local organizations and companies have the knowledge and competence to scale up and sustain community media
Output 3	'Learning and Advocacy' – Lessons learned will be used to inform policy-makers and contribute to an enabling environment for media, access to information and indigenous rights

Duties and Responsibilities

Under supervision of the Programme Coordinator (PC) and Programme Manager (PM), and working as a member of the programme team, s/he supports the financial management of the programme. The Programme Accountant will be responsible for advising on the financial management of the programme and the maintenance of accurate accounting and financial records and reports, in accordance with the programme document and UNDP Guidelines for Nationally Executed Projects. The Programme Accountant's major tasks will include, but not necessarily be limited to, the following:

Specific responsibilities:

- Maintaining proper financial records and files in accordance with prevailing procedures;
- Preparing draft financial reports for the project team and advising them accordingly;
- Monitoring, analyzing and supervising expenditures by project with respect to approved budgets and work-plans;
- Assisting the PM and PC to prepare work plan, budgets and estimates of project quarterly expenditure;
- Realizing, on a monthly basis, bank, CDR and expenditures reconciliations against project budget;
- Compiling monthly, quarterly and annual expenditure reports for the PM and Project Coordinator 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;
- Liaising with UNDP Finance Unit and UNDP Programme Analyst and Programme Associate as required;
- Briefing people or organizations in receipt of payments from the project on financial procedures and requirements;
- Ensuring financial guidelines are followed and best practices maintained during the project implementation;



- Manage office activities, stationary and office equipment and office inventory;
- Performing other relevant duties as required.

Competencies

Interpersonal Skills:

- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups;
- Strong inter-personal skills and ability to work well with (ethnic) communities;
- High degree of self-motivation, ability to inspire and be inspired; willingness to undertake prolonged field trips to remote districts.

Communication Skills:

- Good communication skills in English and Lao language;
- Ethnic language skills will be an advantage;
- Mastery of office computer software (Word, Excel, PowerPoint).

Professional knowledge and experience

- Recognized accounting qualification;
- At least three years accounting experience;
- Knowledge of modern accounting and office procedures;
-
- Knowledge of modern office management;
-
- Experience working with development projects is an advantage;
- Familiarity with (community) media and sound technical skills are an advantage.

Women and candidates from ethnic groups are strongly encouraged to apply!