



## Job Description (ToR) for Project Accountant

<b>1. Project Title:</b>	The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16
<b>2. Position Title:</b>	Project Accountant
<b>3. Duty Station:</b>	Office of MBA Project in Vientiane Capital, Lao PDR
<b>4. Duration of Appointment:</b>	12 months (3 months probation) with possibility for extension
<b>5. Working Condition:</b>	Standard Government of Lao working conditions (including, 8:00am – 4:30pm, 5 working days a week, 15 days annual leave per year
<b>6. Expected Starting Date:</b>	As soon as possible

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### Background

The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16 is starting-up its activities at central level and in Phoukout District of Xieng Khouang Province and Phonexay District of Luang Prabang Province. The project aims to strengthen capacities of national and local government institutions and farming communities for sustained management of agro-biodiversity including production, marketing and policy support of traditional and underutilized farm and forest products.

### Duties and responsibilities

In pursuit of projects objectives, the MAF, FAO and UNDP seek a **Project Accountant** to become an integral part of the project team of national and international staff. The accountant will assist the Project Manager and other project team members in accounting and reporting activities. More specifically to:

- 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 analyzing project expenditures with respect to approved budgets and work plans;
- Preparing work plan, budgets and estimates of project quarterly and annual expenditures;
- Realizing, on a monthly basis, bank, CDR and expenditures reconciliations against project budget;
- Compiling monthly, quarterly and annual expenditure reports and providing expenditure updates;
- Preparing travel documentation and payments of per diem, other allowances, etc.
- Preparing requests for direct payment and/or advance;
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property;
- Ensuring financial guidelines and NIM best practices are followed of all project activities; and
- Liaising with UNDP Finance Unit and UNDP Programme Officer as required.
- Performing other relevant duties as required

### Required education, skills and experience:

- At least a degree in accounting or financial management;
- Knowledge of modern accounting, office filing system, the Lao Audit and Budget (ODA) Laws;
- At least three years accounting experience;
- Proven spreadsheet (Excel), typing, word-processing and PC ability;
- Experience working with development projects an advantage; and
- Fluency in English and Lao, with reasonable written and oral communications skills.