

Vacancy Announcement **FOR PROJECT ACCOUNTANT (LAO NATIONAL ONLY)**

1. Project Title:	Making Access to Finance more Inclusive for Poor People
2. Position Title:	Project Accountant
3. Duty Station:	Vientiane Capital, Lao PDR
4. Duration of Appointment:	12 months with possibility for extension
5. Expected Starting Date:	Feb 2012

Background

The project "Making Access to Finance more Inclusive for Poor People" is a joint programme of UNCDF and UNDP, nationally implemented by the Bank of Lao PDR (BOL). Operating under the UNCDF Inclusive Finance initiative, MAFIPP is designed to expand financial services outreach to low income households and entrepreneurs in Lao PDR on an equitable and sustainable basis.

The project is seeking a qualified **Project Accountant** who can provide significant accounting support to the project.

Duties and Responsibilities

Under the supervision of the Project Manager (PM), 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 Implemented 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 revising them accordingly;
- Monitoring and supervising expenditures by project;
- Monitoring and analyzing project expenditures with respect to approved budgets and work-plans;
- Assisting the Project Manager (PM) and National Project Director (NPD) and Chief Technical Advisor (CTA) to prepare work plans, budgets and estimates of quarterly expenditures; and
- Realizing, on a monthly basis, bank, CDR and expenditure reconciliations against project budget;
- Compiling monthly, quarterly and annual expenditure reports for the PM, NPD and project team providing expenditure updates as required;
- Preparing requests for direct payments and advances to project operating account;
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property;
- Liaising with UNDP Finance Unit and UNCDF Programme Analyst and Programme Associate as required;
- Ensuring financial guidelines are followed and best practices maintained during the implementation of all project activities;
- Performing other relevant duties as required.

Qualifications and Experience

- Bachelors degree or equivalent in financial management, accounting, business administration or related field.
- Knowledge of modern accounting and office procedures
- At least three years of accounting experience
- Proven spreadsheet (Excel), typing, word-processing and PC ability
- Experience working with development projects or UNDP project is an advantage
- Fluency in English and Lao, with reasonable written and oral communication skills
- Ability to work well under pressure and to meet scheduled deadlines

Detailed Terms of Reference can be downloaded at <http://www.undplao.org/vacancies/>

Requirements for submission of applications:

A letter of interest with updated CV with three references and necessary supporting documents must be sent no later than **26 January 2012** by email to daodouangkham@gmail.com and cc: tham_svnpd@yahoo.com Tel: 264616, Please indicate in e-mail Subject line or on the envelope "Application – Project Accountant for Joint UNCDF/UNDP MAFIPP Project"

Female candidates are encouraged to apply. Only short-listed candidates will be contacted for interview.