

Term of Reference

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 extension
5. Expected Starting Date:	Feb 2012

Background

The "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). The Joint UNCDF/UNDP programme on "Making Access to Finance more Inclusive for Poor People" is designed to improve an equitable access to land, markets and social economic services, as well as to an enabled environment for growth with equity. It will specifically increase access to financial services by low-income households and micro-entrepreneurs on a sustainable basis from 30,000 active clients in 2010 to over 140,000 active clients in 2014.

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

Duties and Responsibilities

Under 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 advising 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 plan, budgets and estimates of project quarterly expenditure; and
- Realizing, on a monthly basis, bank, CDR and expenditures 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 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 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

- Bachelor degree or equivalent on financial management, accounting, business administration or related fields.
- 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 or UNDP project is an advantage
- Fluency in English and Lao, with reasonable written and oral communication skills

Expected Output

The outputs of this service include Project Financial Reports and Plans satisfaction of the Project Team and UNCDF.

Reporting, Supervision and Performance Evaluation

- The project Accountant will report jointly to the PM and will work closely with the project team.
- Performance to be evaluated by the PM, in coordination with the UNCDF Programme Analyst.