



Vacancy Announcement (for Lao Nationality only)

Position: Accountant

The Lao Environment and Social (LENS) Project Phase 2 (LENS2) supported by World Bank (WB) during 2015-2021, as part of the LENS2 preparation and implementation a number of national consultants will be mobilized to carry out the project activities. The Project is currently seeking young, dynamic and energetic candidate for the position of **Accountant**

Scope of work	Qualifications/requirements
<p>The objective of the assignment is to contribute to the maintenance of all EPF and project accounts in compliance with donors' and Lao Government regulations.</p> <p>Specific duties and responsibilities include:</p> <ul style="list-style-type: none"> • Ensure all financial transactions are accurately approved and timely booked according to both donor and Lao Government financial regulation; • Maintaining programmer's computerized accounting systems; • Prepare monthly bank reconciliation; • Prepare weekly/monthly petty cash reconciliation; • Response the cash management and timely recording; • Prepare advance reconciliation; • Assist and provide on-the job training to subproject accounting staff; • Perform spot checks on the subproject accounts; • Coordinate with subprojects for the timely reporting of expenses and replenishment of the sub project accounts; • Assist finance officer and finance head unit in preparation of financial report as required; • Assist the Finance Unit Head to ensure the disbursement and management of project funds are in accordance with the Financial Management policies as per the PIM and guidelines of IDA and MoF rules/direction; • Supporting Finance Unit Head and Project Director to prepare necessary documents for internal and independent audits. • Supporting in preparing financial and disbursement documents. • Checking on disbursement document of Sub-project in order to comply with Sub-project Financial Implementation Manual. • Register, tracking of EPF and project assets; • Performs other related duties that may be assigned from time to time by the immediate supervisor. <p><i>The full TORs of this position can be downloaded @ http://www.laoepf.org.la or requested from the EPF Procurement Unit : Tel: (856-21) 252 739</i></p> <p>E-mail: phonepaseuth_lens@yahoo.com; khonesavanhkaen@gmail.com</p>	<ul style="list-style-type: none"> • At least a diploma in relevant field such as: accounting and finance. • At least 3 years of professional experience in similar position in accounting or financial management. Experience with the World Bank projects or other major donors are an advantage. • Good PC/systems literacy, including strong excel skills, skills in using computerized accounting software is an advantage. • Fluency in Lao and English (written and spoken skills). • Good understanding of Government institutional and budgetary structures and ability to work with a range of agencies at national, provincial and local level. • Reliable, independent and dynamic worker with high social competence and good team spirit. • Good interpersonal skills and result orientation.

Duration: The above position is a 1 year contract with 3-month probation period, renewable based on an annual performance evaluation. All Interested candidates can send their CV along with a cover letter to the Environment Protection Fund, 2nd floor, MoNRE Building, Sidamdouan Road, P.O.Box: 7647, Vientiane, Tel: (856-21) 252 739; Fax: (856-21) 252 741, Email: phonepaseuth_lens@yahoo.com; khonesavanhkaen@gmail.com. The latest day of CVs submission is **18 August, 2015** and only short list candidate will be contacted.