

Terms of Reference (TOR)

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| Title: | Accountant |
| Contracting Authority: | Houaphanh Provincial Office of Forestry Inspection (POFI) Provincial Agriculture and Forestry Office (PAFO) |
| Location: | POFI office in Houaphanh Provincial with trips to Borlikhamxay, Khammouane Provinces & Vientiane Capital |
| Duration: | 12 months renewable (subject to satisfactory performance and business needs). |

A. INTRODUCTION

Overview of Houaphanh Province: Provincial Office of Forestry Inspection (POFI) in Houaphanh Province has a mandate on inspection and investigation against offenders of Forestry Law and the Law on wildlife and aquatic animals (hereto: wildlife and aquatic law) in the province. The province has 10 districts, share borders with two provinces (XiengkHouang and Luang Prabang Province), with neighbouring country (Vietnam) and there are three National Protected Areas (NPA) such as Nam Et-Phou Loey and Nam Xam NPA. In situation of insufficient law enforcement and that having not been thoroughly implemented has made some illegal harvest of the natural resources remains today. Notwithstanding, threat to biodiversity, illegal logging is not an issue in the province compared to that of many provinces because of not many hard woods are available. Hunting for consumption, illegal wildlife trade and shifting cultivation remains some issue. Muang Hiem District (previously known as Viengthong District) where is the Head Quarters of NEPL NPA has still pretty of wild meats/food to sell in the restaurants. The key districts that are considered hotspot of wildlife trade and crossing including Muang Hiem, Houa Muang and Xam Neua. Wildlife farms are not reported in the province so this is no any issue so far but some small scale would be available. The past law enforcement was undertaken but insufficient, most done at checkpoints, along the roads and some markets which was not included inside NPAs and having not well cooperated with PFRM. The past law enforcement was undertaken at checkpoints, along the roads and some markets which was not included inside NPAs and not well cooperate with PFRM. Also, this is considered existing law enforcement carried out in NEPL has not yet been effective and not be onwiership by respective district offices made wildlie trade and hunting remains widely in the area.

POFI in Houaphanh Province is implementing the 5 year project of roughly USD **470,580** financing by Environment Protection Fund Office (EPFO) to improve law enforcement capacity for addressing national and regional wildlife trafficking.

OBJECTIVE OF THE ASSIGNMENT

The Accountant clerk will responsible for ensuring that project funds are allocated to the appropriate goods, works and services in accordance with the project procurement plan and projected budget. Accurate records of project spending will be kept; invoices and other records of financial transactions, payments of staff salaries and project reimbursements and funds received. The Accountant will have an opportunity to develop their professional capacity via training, particularly in the use of computer word processing and database software.

Scope of the assignment

Specific duties and responsibilities include:

- Ensure all financial transactions are accurately approved and timely booked according to the Financial Management policies and procedures for sub project implementation
- Account payable function such as invoice processing, cheque runs etc.. for suppliers, consultants etc..
- Responsible for the overall financial management of the project funds ie managing project expenditures and funds received (accounts payable and accounts receivable)
- Recording and reporting on project expenditures and funds received to EPF at least on a monthly basis as per requirement under the Financial Management policies and procedures

- Responsible to prepare month ends closing, petty cash and bank reconciliations
- Monitor and track of project assets, and report back to EPF
- Liaise and prepare documentation for internal and external auditors
- Manage and monitor advances with concerned implementing agencies for timely clearing and reporting of the expenditures
- Working closely with project administrative staff to prepare request letters and communications for project funds from EPF
- Maintaining clear lines of communication between the FFS project team, project stakeholders (for example, WCS and WWF), the EPF, and World Bank
- Other administrative duties as required

General principles

All POFI Houaphanh staff are expected to observe at all times the highest standard of professional ethics and integrity, promote results-oriented approach in the area of his/her responsibility and accountability and report irregularities to their supervisors.

Reporting

The Accountant clerk will work under the supervision and report directly to the Project Coordinator. The Accountant will also be expected to maintain relationships with EPF, World Bank and other SDA with whom the project has a direct professional relationship needed for the implementation of the project.

Duration

This assignment will last for a minimum of 2,5years. The contract will need to be reconfirmed annually as recommended by the POFI Houaphanh Project Director. There will be a 3-month probation period beginning at the commencement of the position.

Experience and qualifications

The selection of this position will be primarily based on the following criteria:

- Minimum 3 years working in a financial or accounting role
- At least a Diploma in Accounting or Business Management, or finance
- Excellent communication skills, including email management
- Project management experience
- Excellent word processing skills (MS Word, MS Excel)

Other desirable experience and skills:

- Demonstrated interest for environment management, social development and nature and wildlife conservation is a strong advantage
- Written and spoken fluency in the English languages is highly preferred.

Source of information

Houaphanh Provincial Office of Forestry Inspection (POFI)
Provincial Agriculture and Forestry Office (PAFO)
Tel/Fax: 064 312073