

Terms of Reference (TOR)

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| Title: | Accountant |
| Contracting Authority: | Ministry of Natural Resources and Environment (MONRE), Department of Forest Resource Management (DFRM) |
| Location: | DFRM office in Vientiane with trips to Houaphanh, Borlikhamxay & Khammouane Provinces |
| Duration: | 12 months renewable (subject to satisfactory performance and business needs). |

PROJECT BACKGROUND

Department of Forest Resource Management (DFRM) has received a \$2.5 million from the Environment Protection Fund Office (EPFO), executing agency to implement the second Laos Environment and Social (LENS2) project which is supported from GEF fund (from Biodiversity, Land Degradation, and Sustainable Forest Management focal areas) \$6.83 million and \$32 million IDA funds (national and regional funding).

OBJECTIVE OF THE ASSIGNMENT

The Accountant clerk will be 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

6. All DFRM 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

6. 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

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

Experience and qualifications

8. 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

*Department of Forest Resource Management,
Ministry of Natural Resources and Environment,
P.O. Box 2932, Vientiane, Lao PDR
Tel: (+856-21) 216 921*