

## **Terms of Reference (TOR)**

Title:	Accountant Clerk
Contracting Authority:	Ministry of Agriculture and Forestry (MAF), Department of Forest Inspection (DOFI)
Location:	DOFI office in Vientiane with trips to Houaphanh, Borlikhamxay & Khammouane Provinces
Duration:	12 months renewable (subject to satisfactory performance and business needs).

### **A. INTRODUCTION**

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DOFI is the key agency responsible for enforcement of forestry and wildlife trade while Loa-WEN (*Lao PDR Wildlife Enforcement Network established as part of ASEAN-WEN*) is a national effort to stop poaching, trafficking, and illegal trade of protected flora and fauna and promotes close cooperation and working collaboration among enforcement officers from agencies including DOFI, DFRM, Police, Customs, and Military. There are also several policy initiatives that require effective implementation i.e. the National Forest Inspection Strategy Action Plan to Year 2020, a Strategic and Tactical Enforcement Patrol Program (STEPP), and the signing of cooperation agreements among key agencies both at national and international levels. The subproject has been designed to strengthen capacity of DOFI and Lao-WEN/Provincial-WEN to better manage wildlife trade in Lao PDR.

DOFI is implementing the 5 year project of roughly USD 1.8 million financing by Environment Protection Fund Office (EPFO) to improve law enforcement capacity for addressing national and regional wildlife trafficking.

### **OBJECTIVE OF THE ASSIGNMENT**

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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**

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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**

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6. All DOFI 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**

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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**

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

### **Experience and qualifications**

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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**

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