

## Terms of Reference (TOR)

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

### A. INTRODUCTION

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Overview of Khammouane Province: Provincial Office of Forestry Inspection (POFI) in Khammouane 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 (Bolikhamxay and Savannakhet Province), with two neighbouring countries (Thailand and Vietnam) and many roads crossing that are convenient to transportation. There are three National Protected Areas (NPA) such as Nakai-Nam Theun, Phou Hin Poun and Hin Namno NPA, which these NPAs hold existing important natural resources. In situation of insufficient law enforcement and that having not been thoroughly implemented has made some illegal harvest of the natural resources remains till today. Apart from collecting wild animals for household consumption there are some illegal wildlife trade that transporting wildlife products from rural areas to markets as also highly concerned of biodiversity degradation. This also leads to encourage more wildlife hunting in protected areas. Threatened species, high economic value species as animal parts have been traded including illegal import and export of those products crossing one to other countries but not serious in wildlife and aquatic law enforcement is taken place. The key districts that are considered hotspot of wildlife trade and crossing including Nakai, Boualapha, Nyommalat and Khounkham. Wildlife farms are some issue in the past and it is believed that this business would take advantage of selling and returning illegal wildlife products to legal wildlife products by using quotas from the farms. There was only one big tiger farm and some small wildlife farms remain in the province. The past law enforcement was undertaken was not sufficient, most done at checkpoints, along the roads and some markets which was not included inside NPAs and having not well cooperated with PFRM. Also, this is considered existing law enforcement carried out in NNT has not yet been effective and not be onwership by the respective district offices made wildlie trade and hunting remains widely in the area.

POFI in Khammouane Province is implementing the 5 year project of roughly USD 444,620 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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All POFI Khammouane 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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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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This assignment will last for a minimum of 2,5years. The contract will need to be reconfirmed annually as recommended by the POFI Khammouane Project Director. There will be a 3-month probation period beginning at the commencement of the position.

### **Experience and qualifications**

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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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*Khammouane Provincial Office of Forestry Inspection (POFI)*  
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