

Terms of Reference (Draft 22 June 2014)

Title:	Accountant (consultant)
Contracting Authority:	Environment Protection Fund (EPF)
Location:	EPF Office in Vientiane with trips to other Project Provinces
Duration:	12 months renewable (subject to satisfactory performance and business needs)

Background

1. The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in three of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE) and Water Resource Management (WRM). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

EPF Operations

2. The EPF operates a sub-project mechanism dispatched through five thematic windows. The administration of the sub-projects is guided by various instruments covering sub-project operations, monitoring and evaluation, financial management and procurement. The EPFO is led by an Executive Director (ED) and a deputy. Four management units are proposed to be established with support from LENS2: Operations, Finance, Procurement and Administration. The new Operations Unit will include the following technical positions: a safeguard officer, M&E officers, three subproject coordinators/facilitators assisting with development and supervision of sub-projects at central and provincial level and a fundraising/communication officer. At the same time, the EPFO is launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects more efficiently.

Objective of the assignment

3. 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.

Scope of the assignment

Specific duties and responsibilities include:

- 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.

General principles

6. All EPF 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 will work under the supervision and guidance of, and report to, the Finance Unit Head.

Duration

9. This assignment is a 3-year term. Contract renewable annually based on satisfactory performance evaluation and business needs. The assignment will start with a 3-month probation period.

Experience and qualifications

8. Candidates should demonstrate skills and core competencies to deliver and attain results expected above, along with ability in interpersonal relation and communication, and in working effectively with a wide range of constituencies in a diverse working environment. It is also expected he/she should be adequately experienced in and comfortable working with public institutions similar to those in project document context.

- 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.

Other (optional)

- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;
- Only short listed candidates will be called for an interview.

Source of information

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