



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
Peace Independence Democracy Unity and Prosperity

### **Terms of Reference**

Job Title: **Project Accountant**

Project Title: Enhancing Public Finance Management Through Information and Communication Technology and Skills (E-FITS) Project (P167534); and Public Finance Management Reform Grant (P167661)

Contracting Authority: Project Implementation Unit, Department of Fiscal Policy and Law  
Ministry of Finance

Location: Ministry of Finance, Vientiane Capital

Duration: 12 months renewable (subject to satisfactory performance)

Start date: February 2019

#### **1. Background**

The Government of Lao PDR (GoL) is strengthening the management of its public finances through establishing guiding principles and policies for improved public finance management (PFM). As part of its objective to strengthen the management of its public finances, the Ministry of Finance has prepared a comprehensive Public Finance Management Development Strategy to 2025 to improve policy consistency, efficiency, transparency and accountability in public expenditure and revenue management by strengthening institutional systems and capacity, as well as making progress towards meeting appropriate international financial management standards.

The GoL has received a EUR 1.5 million grant from the European Union to support in the implementation of MoF's Public Finance Management Development Strategy to 2025 by improving the legal framework and institutional capacity for budget preparation and execution, revenue management, and public procurement. Additionally, the GoL has requested a US\$20 million credit from the World Bank for the implementation of the Enhancing Public Finance Management through ICT and Skills (E-FITS) Project to contribute to the reliability, timeliness and transparency of financial reporting and to enhance public financial management skills.

The Project Implementation Unit (PIU) was established in December 2018. Under the oversight of the MoF's PFM Reform Secretariat, the PIU will be responsible for the implementation of the E-FITS Project (P167534) and the PFM Reform Grant (P167661). The PIU will be the central executing agency, responsible for overall implementation monitoring, fiduciary oversight, and provision of technical, procurement, and financial management support to MoF implementing departments responsible for the technical implementation of project / program components. Furthermore, the PIU will be responsible for the preparation of work plans and for the provision of logistics, administration and coordination across implementing departments.

#### **2. Objective of the assignment**

The Project Accountant will be a member of PIU and will provide day to day accounting support. She/he will be responsible for ensuring that project and grant funds are allocated to the appropriate goods, works and services in accordance with the procurement plans, projected budget, Financial Management Manual, Operation Manual and the WB guidelines and policies. Accurate records of project and grant spending will be

kept, invoices and other records of financial transactions, payments of staff salaries and project and grant reimbursements and funds received.

### **3. Scope of work**

Specific duties and responsibilities include:

- Assist the Project Finance Management Consultant for the overall financial management of the project and grant funds i.e. managing project and grant expenditures and funds received (accounts payable and accounts receivable) and ensuring that internal controls are operationalized;
- Ensure all financial transactions are accurately approved and adequately supported according to the Financial Management Manual and for project and grant purpose in accordance with relevant financing agreement;
- Ensures invoices, cheque runs are processed in timely manner;
- Record all project and grant transaction into Excel/accounting software in timely manner;
- Responsible to prepare month ends closing, petty cash and bank reconciliations;
- Monitor and track the use of project and grant assets, and report back to the Head of PIU;
- Assist with the preparation of withdrawal application for replenishment/direct payment, etc;
- Assist with the preparation of the Interim unaudited Financial report and other reports as required for the project and grant;
- Liaise with the National Treasury –MOF, the Bank of Laos and commercial banks for withdrawal of funds
- Assist with project and grant annual audit process;
- Ensure that financial supporting documents are completed and maintained;
- Manage and monitor advances with concerned implementing departments for timely clearing and reporting of the expenditures; and
- Performs other tasks that may be assigned by the Project Finance Management Consultant and Head of PIU.

### **4. Reporting**

The Project Accountant will report to the Head of PIU and will work closely with the Deputy of PIU, Project Finance Management Consultant, other project staff and the WB team.

### **5. Qualifications and Experience**

- At least a Diploma in Accounting or Business Management, or finance;
- At least 5 years of professional accounting experience and at least 3 years' experience in similar position in International Organization/NGO/donor-financed projects;
- Knowledge and experience in using computerized accounting software will be a plus;
- Excel in using Microsoft products e.g. MS Word, MS Excel;
- Written and spoken fluency in the English language is highly preferred;
- Reliable, independent and dynamic with high social competence and good team spirit; and
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, diverse team.

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Interested candidates should submit their CV and cover letter with the Job Title, no later than 01/02/2019, to:

Mr. Chittakone Savathdy  
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