

TERMS OF REFERENCE

<u>Title:</u>	Project Accountant (PA)
<u>Duty Station:</u>	Hanoi with national travel as required
<u>Duration of Assignment:</u>	Part - time (50%) in 2020 with potential full - time extension in 2021
<u>Expected starting date:</u>	2 March 2020
<u>Direct Supervisor:</u>	National Project Director (NPD) and Deputy National Project Director (DNPD)
<u>Project ID and titles:</u>	Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam

Background

Nature and Biodiversity Conservation Agency (BCA), Vietnam Environmental Administration, the Ministry of Natural Resources and Environment (MONRE) in the cooperation with stakeholders has implemented the UNDP - GEF funded project entitled “Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam” over a period of 5 years, 2019-2024. The overall objective of the Project is to promote “Integrated Natural Resources Management and Biodiversity Conservation objectives are effectively mainstreamed and advanced into and through development planning and tourism sector development in targeted Biosphere Reserves in Viet Nam”. This will contribute to the broader Goal of “Biodiversity is effectively conserved in Viet Nam”. In order to achieve the project Objective, 3 components are designed and will be implemented throughout this project duration, including Component 1: Enhanced national legislation, policies and capacities for integrating biodiversity and sustainable natural resources management into management of Biosphere Reserves; Component 2: Sustainable resource use, protected areas management, and biodiversity-friendly development measures mainstreamed into the management of three targeted Biosphere Reserves and Component 3: Knowledge management, gender mainstreaming and monitoring and evaluation.

The *Project Accountant (PA)* will work for Project Management Unit (PMU) at **BCA**.

Objectives

To provide financial assistance to the PMU to the overall implementation of the project and the Chief Accountant with the main responsibility for the project accounting

Expected outputs

The itemized project workplans (Annual Workplans, Quarterly Workplans) and financial supporting documents prepared and submitted for approval

Project financial reports (quarterly, annual and terminal reports; input to relevant audit/spot check reports, cash transactions etc) submitted to PMU, MONRE and UNDP

Financial documents (bank transfer, balance sheet accounts etc.) are maintained and recorded

Scope of work

The Project Accountant will work at the Project Office in Hanoi and have the following specific responsibilities/duties:

Planning and budgeting:

- Participate in preparation of project work plans, prepare periodical financial plans as required for the project implementation on a timely basis;
- Prepare quarterly advance requests to obtain advance funds from UNDP in the format applicable.
- Liaise with the project sites for their budget and expenditure numbers
- Assist the PM and NPD and DNPD in project budget monitoring and project budget revision.

Accounting/ Reporting:

- Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the NIM and ODA procedures;
- Maintain petty cash transactions; this includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
- Prepare cheques and withdraw money from the bank;
- Enter financial transactions into the computerized accounting system;
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
- Be responsible for all related finance and accounting work and work with auditor to timely prepare audited Project financial statements;
- Prepare project financial reports and submit to PM, NPD and DNPD for clearance and submit to UNDP as required under HPPMG and ODA regulations;

Control:

- Check and ensure that all expenditures of projects are in accordance with NIM and ODA procedures. This includes ensuring receipts to be obtained for all payments;
- Check budget lines to ensure that all transactions are booked to the correct budget lines;

- Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
- Ensure Petty Cash to be reviewed and updated ensuring that records are up-to-date;
- Continuously improve project systems & procedures to enhance internal controls to satisfy audit requirements.

Bank reconciliation:

- Bank accounts should be reconciled and reported on or before the 8th of each month; and
- Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.

Other tasks and duties:

- Maintain the inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the NPD, DNPD and the Project Chief Accountant.

Qualifications and requirements

Education:

- University degree in Accounting, Finance, Economics or Business management or related fields;

Experience:

- At least four (04) years of experience of budgeting, planning and reporting on foreign funded projects/programmes;
- Familiar with international organizations in particular GEF UNDP financial procedures is an advantage;
- Sound knowledge of administrative procedures of the Government;
- Knowledgeable in inventory control and procurement procedures;
- Good experience and skills providing logistic and facilitation to multi-stakeholder consultations
- Interest in national environmental issues, nature conservation
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel),
- Good interpersonal and communication skills, both verbal and written
- Appropriate English language skills, both spoken and written.

Payment Terms

The contract and payments will be performance-based and regularly assessed by the PMU and UNDP Country Office.

Any travel required will be arranged by PMU following UN-EU cost-norm.

Payments will be made monthly based on the salary agreed on the contract signed by both sides. The payment includes PIT (personal Income tax) and personal health insurance.

Selection Criteria

Project Accountant

	Criteria	Score
1.	University degree in Accounting, Finance, Economics or Business management or related fields	150
2.	At least four (04) years of experience of budgeting, planning and reporting on foreign funded projects/programmes;	150
3.	Familiar with international organizations in particular GEF UNDP financial procedures is an advantage	250
4.	Sound knowledge of administrative procedures of the Government; and Knowledgeable in inventory control and procurement procedures	100
5.	Experiences and ininterest in national environmental issues, nature conservation	150
6.	Appropriate English language skills, both spoken and written	100
7.	Good computer skills in common word processing (MS Word), spreadsheet (MS Excel)	100
	Total	1000

Required documents:

- CV
- Degrees, certificates and other related documents

Documents need to submit to: BR project, Cục Bảo tồn thiên nhiên và đa dạng sinh học, Phòng B213, Tổng cục Môi trường, Trụ sở Bộ Tài nguyên và Môi trường, số 10 Tôn Thất Thuyết, Hà Nội.