

JOB OF DESCRIPTION OF ACCOUNTANT

Post Title:	Project Accountant
Duty Station:	Hanoi with national travel as required
Duration of Assignment:	12 months (full time) with possible of extension, expected starting date: January 20, 2015
Project Title:	Promotion of NFB Production and Utilization in Viet Nam
Implementing partner:	Ministry of Science and Technology
Direct Supervisor:	National Project Manager
Compensation	Based on the UN-EU Cost-Norm

Background

Ministry of Science and Technology is implementing the Project “Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

The objective of the Project is to reduce the annual growth rate of GHG emissions by displacing the use of fossil fuels and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of NFBs through 4 components:

- i) Policy support for non-fired brick technology development.
- ii) Technical capacity building on NFB technology application and operation and use of NFB products
- iii) Sustainable financing support for NFB technology application.
- iv) NFB technology Demonstration, investment and replication.

The Project will be implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns. Direct GHG reduction estimates are 383 ktonnes CO₂. Indirect emission reductions are 13,409 ktonnes CO₂ that is cumulative for a 10-year period after the end of the Project.

The project is now seeking a qualified Project Accountant who will have the main responsibility for the Project accounting.

Duties and Responsibilities

The Project accountant shall be responsible for maintaining the budget, recording and reflecting fully, accurately, clearly and in a timely manner the funds that are allocated and the disbursements made to support project implementation, in accordance with the approved documents and the liquidation of expenditures on an annual and quarterly basis as well as upon project termination. The Project Accountant will ensure the use of standard financial and accounting procedures in line with the Harmonized Programme and Project Management Guidelines (HPPMG) and the most updated EU-UN Cost Norms.

a) Planning and budgeting:

- Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for UNDP funding in the applicable format;
- Preparation of annual and quarterly budgets including the necessary budget revisions based on the corresponding line-item-budgets approved by MOST;
- Assist the Project Manager and NPD in project budget monitoring and revision;

b) Accounting/Reporting:

- Establish a robust project accounting system, including reporting and filling systems, in accordance with the project document and the NIM procedures;
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
- Preparation of certification of the availability of funds and/or allotment of expenses, vouchers and requisition for supplies, materials, etc.;
- Preparation of payroll and general voucher of salaries, and other documentary requirements for disbursements;
- Reconcile all balance sheet accounts and maintain records on file;
- Prepare project financial reports for agreement by the Project Manager, and clearance by NPD as required;
- Preparation of updated reports on disbursements made by the project, and advise the Project Team on the overall financial status of the project;
- Preparation of a system of accounts those records all the in-cash and in-kind contributions of co-financing entities to the Project.

c) Control:

- Monitor and ensure expenditure of project funding is made in accordance with NIM procedures and approved by the NPD, as appropriate;
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
- Ensure documentation relating to payments are duly approved by the NPD;
- Report any actual or potential financial issues to the Project Manager or NPD, as appropriate;
- Monitor expenditure of petty cash and ensure records on file are up-to-date;
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements;
- Maintain an inventory file to support purchases of all equipment/assets;
- Undertake other relevant matters assigned by the Project Chief Accountant, the Project Manager and NPD.

Qualification and Experience

- Bachelor Degree or equivalent with knowledge in in accounting or financing;
- At least 3 years experience as accountant experience in financial and accounting work, solid experience budgeting, planning and reporting on project or other work related (Experience with international funded projects, preferably with UN funded project will be an advantage);
- Good knowledge of administrative and accounting regulation and procedures of the Government

- Proven track record in accounting management such as in meeting deadlines, timely submission of acceptable reports, etc.;
- Good computer skills in common word processing (MS Word), spread sheet (MS Excel), and accounting software.
- Good English communication skills, both writing and speaking;