TOR 3: Term of Reference for Project Accountant

Function title: Project Accountant
Project title: Strengthening Sustainable Development and Climate Planning
Starting Date: December 2008
Duty station: Hanoi and Provinces
Duration: 12 months (full time) with potential extension
Supervision: Project Manager

Background
Viet Nam’s rapid economic growth of over 7 percent has contributed to dramatic progress in improving its overall human development index, particularly in education, health, and increased incomes. However, these gains have come at great cost to the environment, severely affecting over half the population who depend on natural resources for their livelihoods. Rapid economic growth has caused an increase in the demand for energy with demand for electricity in 2010 expected to be triple that of 2002. Green house gas (GHG) emissions are increasing as burning of fossil fuels continues to be the primary energy source for industry and other applications. The Institute of Energy suggests that 20-25% of the electricity is derived from coal, and 35% from gas. These rates are growing -coal power is expected to double by 2015 and account for more than 40% of the total source for electricity. This is, in part, due to rapid urbanization and energy-intensive industrial production, as well as a rise in unsustainable household consumption patterns. While there is a target to increase the use of renewable energy to 10% in Asia, Viet Nam estimates an expansion of approximately 3-5%.

The World Summit on Sustainable Development (Johannesburg Summit) in 2002, and the UN Commission on Sustainable Development, at its 14th and 15th sessions, has emphasized the link between climate change, energy, and sustainable development. This was highlighted at the recent Bali conference and the ongoing international negotiations for a post Kyoto framework. The challenge lies in reconciling the synergies and trade-offs between economic, social and environment objectives, particularly in terms of energy use. Climate change concerns - both on mitigation of emissions and adaptation to impacts - needs to be integrated into economic and social plans and programmes. This will require strong national commitment not only from political leaders, but also from businesses and households. Within government, the Ministry of Planning and Investment (MPI) plays a key coordinating role for planning, private sector investment and aid coordination.

The Ministry of Planning and Investment (MPI) leads on social and economic planning, facilitating private sector investment and aid coordination. It has a key
role to play in ensuring that plans, policies and programmes are developed which address the synergies and trade-offs of economic, social and environmental objectives, including the growing challenge of climate change adaptation and mitigation (eg through changing energy use).

Over the past decade, UNDP has supported the Government in developing its social and economic development plans and sustainable development agenda. The project “Strengthening sustainable development and climate planning” seeks to strengthen sustainable development planning and institutions with priority for climate and energy. Analysis of UNDP support for sustainable development and international experience demonstrate that addressing sustainable development with the added impetus of climate change is a huge institutional challenge. Thus, a highly qualified project personnel with relevant experience and expertise in running projects of similar type and size is required to provide technical support and build capacity for the MPI and Vietnamese counterparts to implement the project successfully.

**Duties and Responsibilities**

1. Prepare quarterly advance requests to get advance funds from UNDP in the format applicable;
2. Assist in preparation of project work plan and reports;
3. Assist the PM and NPD in project budget monitoring and project budget revision;
4. Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records;
5. Maintain the inventory file to support purchases of all equipment/assets;
6. Assumes responsibility for managing the project budget
   a) project funds are made available when needed, and are disbursed properly,
   b) expenditures are in accordance with the project document and/or existing project work plan,
   c) accounting records and supporting documents are properly kept
   d) required financial reports are prepared
   e) financial operations are transparent and financial procedures/regulations for Nex projects are properly applied; and
   f) she/he is ready to stand up to audits at any time
   g) Ensure documentation relating to payments are duly approved by the NPD
7. Undertake responsibility for managing bank account
   (a) Prepare cheques and withdraw money from the bank
   (b) Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers
8. Undertake other relevant matters assigned by the NPD and Project Manager;

**Qualifications**

- University degree in accounting, finance or related fields;
- Having at least 5 years experience in accounting and finance management
- Have accounting experience with foreign project, finance management skill
- Familiar with regulations and procedure in aid management of UNDP and Viet Nam
- Experience in working with financial system of UNDP and/or Sustainable Development Project is an advantage
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Appropriate English language skills, both spoken and written.
- Be available at an early date