Term of Reference

<table>
<thead>
<tr>
<th>Function title</th>
<th>Project Accountant/Assistant (PAA) – Component with MARD</th>
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</thead>
<tbody>
<tr>
<td>Project ID and title</td>
<td>Strengthening national capacities to respond to Climate Change in Vietnam, reducing vulnerability and controlling GHG emissions – ID: 00060851</td>
</tr>
<tr>
<td>Starting Date</td>
<td>May 2009</td>
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<tr>
<td>Duty station</td>
<td>Ha Noi</td>
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<tr>
<td>Duration</td>
<td>48 months (recruited, full-time)</td>
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<tr>
<td>Supervision</td>
<td>MARD Component Director</td>
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Background:

The Ministry of Agriculture and Rural Development (MARD) and the Ministry of Natural Resources and Environment (MONRE) have started implementation of a UNDP-funded project entitled “strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions” over a period of 4 years, 2008-2012. Project objectives are to have frame-works, mechanisms and capacities in place to inform, guide and coordinate (i) analysis of climate change related risks and formulation of Climate change adaptation policy responses and investment plans; and (ii) analysis of Green House Gas emissions, and formulation of investment plans and ways to change consumer behaviour for low-carbon economic development.

The project has two major components: (i) a main component for overall coordination with MONRE; and (ii) a specific component with MARD. The component with MARD will focus on issues linking to climate change falling within MARD mandates.

This PAA will work for Project Specific Component with MARD. The incumbent will work at the Project Office in Ha Noi, and have two roles with the following specific responsibilities/duties:

Specific Responsibilities/duties:

A. As the Project Accountant

1. Participate in preparing annual and quarterly work-plan for the project.
2. Prepare quarterly advance requests to get advance funds from UNDP in the format applicable.
3. Assist National Project Director (NPD) in the Project’s budget monitoring and project budget revision;
4. Set up accounting system, including reporting forms and filling system for the project, in accordance with the Project document and the NEX procedures;
5. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
6. Prepare cheques and other work as required with the bank;
7. Prepare the Project’s financial reports (annual and quarterly) and submit to NPD for clearance and furnish to UNDP as required;
8. Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
9. Check and ensure that all expenditures of projects are in accordance with NEX procedures.
   This includes ensuring receipts to be obtained for all payments;
10. Check budget lines to ensure that all transactions are booked to the correct budget lines;
11. Ensure documentation relating to payments are duly approved by the NPD;
12. Bringing any actual or potential problems to the attention of the NPD;
13. Follow up bank transfers. This includes preparing the bank transfer requests, submitting
   them to the bank and keeping track of the transfers;
14. Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records;
15. To continuously improve system & procedures to enhance internal controls to satisfy audit
   requirements.
16. Bank statements should be collected from the banks on the 2nd working day of each month;
17. Bank accounts should be reconciled and reported on or before 3rd of each month;
18. Prepare monthly bank reconciliation statement, including computation of interests gained to
   be included into reports.
19. Maintain the inventory file to support purchases of all equipment/assets.
20. Undertake other relevant matters assigned by the NPD.

B. As the Project Assistant:

1. Assist in preparation of project work plans and reports;
2. Keep track of all the in–out documents and processing data within the Project; be
   responsible in filing documents and maintaining office equipment in accordance with the
   project document and the NEX procedures;
3. Undertake preparation for project events, including workshops, meetings (monthly,
   quarterly and annual), study tours, trainings, etc. This also includes preparation of
   background materials for use in discussions and briefing sessions on the Project’s matter;
4. Assist in providing logistical arrangements. This includes providing assistance for visa,
   transportations, hotel bookings for projects staff, consultants and invited guests coming for
   the Project’s activities;
5. Arrange meetings, mission schedules, transportation, receive and guide visitors, provide
   them with necessary logistical and administrative support;
6. Contact Government officials and donor/UNDP agencies on the Project and administrative
   matters and convey messages and documents for review and approval;
7. Assist with the Project’s communication activities as required.
8. Responsible for preparation work and procurement of office equipment, stationeries and
   support facilities as required;
9. Regularly update the contacts of the Project’s partners, Government officials and
   donor/UNDP agencies working in Climate Change;
10. Undertake other appropriate tasks as assigned by the NPD.

Qualifications and requirements:

- University degree in Accounting, Finance, Administration or related fields;
- Minimum 3 years experience in finance and/or, accounting;
- Strong organizational skills and understanding of administrative procedures;
- Strong financial skills and understanding of accounting procedures;
- Demonstrated ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside the organization.
- Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.);
- Ability to communicate effectively with people from different backgrounds;
- Knowledge of UNDP project’s procedures would be an asset;