TERMS OF REFERENCE

Title: Project Accountant cum Administrative Assistant

Duty Station: Hanoi with national business trips if required
MOC Project office 37 Le Dai Hanh, Hai Ba Trung, Ha Noi

Duration of Assignment: 12 working months (full-time) with possible of extension

Expected starting date: June 2019

Direct Supervisor: National Project Manager (NPM)

Project ID and titles: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

1. Background
The Ministry of Construction (MOC) is implementing a UNDP- GEF funded project entitled “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” from 2016 to 2020. The objective of this proposed Project is to mitigate carbon emissions through improvement of the energy utilization performance of commercial and high-rise residential buildings. The project aims to make significant contributions to the enforcement of Energy Efficiency and Conservation (EE&C) Law in the construction sector, strengthen capacity in enforcing EEBC and promote energy efficient use in construction projects.

A project management unit (PMU) was established in April 2016 to support the DOSTE in implementation of this project.

The EECB PMU is now seeking a qualified Project Accountant cum Administrative Assistant who will work for the project management unit (PMU) in order to support accounting and administrative work in order to ensure the progress and quality of project activities.

2. Objective:
The incumbent will provide accurate and timely administration and financial assistance to the PMU along with the overall implementation of the project.
S/he will be responsible for reporting to the National Project Manager (NPM).

3. Expected outputs:
- Administrative systems and procedures frequently upgraded/updated and operated as required;
- Project reports and meeting minutes (i.e. workshops, meetings, etc.) in English and Vietnamese well saved;
- Database of project partners (i.e. government, development partners) updated every month or on request;
- Financial documents (bank transfer, balance sheet accounts, etc.) well maintained and recorded;
- Project financial reports (quarterly, annually and terminal report; cash transactions, etc.) timely approved by PMU, MOC and/or UNDP;
- The itemized project work plans (Annual and Quarterly Work plans) and supporting documents timely approved by PMU, MOC and/or UNDP;
- Other administrative support timely completed as requested by NPM to smoothly implement project activities and improve expected outputs in line with UNDP and Government project’s financial regulation and management;

4. **Scope of work:**
The incumbent will work at the Project Office at MOC in Hanoi and have the following specific responsibilities/duties:

**Accounting tasks:**

1. Participate in preparation of project work plans and reports
2. Prepare quarterly advance requests to obtain advance funds from UNDP in the format applicable;
3. Assist the NPM and NPD in project budget monitoring and project budget revision;
4. Update the available accounting system, including reporting forms and filling system for the project, in accordance with the project document and the NIM and ODA procedures;
5. Maintain petty cash transactions, review and update record of petty cash, including receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
6. Prepare cheques and withdraw money from the bank;
7. Prepare project financial reports and submit to NPD for clearance and submit to UNDP as required;
8. Enter financial transactions into the computerized accounting system;
9. Reconcile all balance sheet accounts and keep a file of all completed reconciliation;

10. 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;

11. Check budget lines to ensure the correct follow of all booked transactions. Follow up bank transfers, including preparing the bank transfer requests, submitting to the bank and keeping track of the transfers;

12. Continuously improve project systems & procedures to enhance internal controls to satisfy audit requirements;

13. Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports;

14. Maintain the inventory file to support purchases of all equipment/assets;

15. Prepare financial reports as required under HPPMG and ODA regulations;

**Administration tasks:**

1. Provide overall administration services and accounting of the Project such as processing payments, related paperwork for regular events and relevant activities of the project;

2. Assist the NPD in establishing the administrative systems and procedures and carry out various administrative activities; be responsible for filing documents and maintaining office equipment in accordance with the project document and the NIM procedures;

3. Maintain an active file of all personnel, consultants under the project;

4. 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;

5. Assist in providing logistical arrangements. This includes timely support for (i) the approval process of related documents and (ii) processing visa, transportations, hotel bookings for project staff, consultants and invited guests coming for the Project’s activities;

6. Arrange meetings, mission schedules, transportation, receive and guide visitors, provide them with necessary logistical and administrative support;

7. Contact Government officials and donor/UNDP on the Project and administrative matters and convey messages and documents for review and approval;
8. Assist with the Project’s communication activities as required;
9. Provide information to UNDP Project web.
10. Be responsible for preparation work and procurement of office equipment, stationeries and support facilities as required;
11. Regularly update the contacts of the Project’s partners, Government officials and donor/UNDP working in the construction sector;
12. Support to implement project extension procedures;
13. Undertake other appropriate tasks as assigned by the NPM and NPD;

5. **Qualifications and requirements:**
   - University degree in Accounting and Finance or economic related fields.
   - At least 05 years of relevant working experience with foreign aided projects or international development organizations. Proven accounting and admin experience for UNDP-funded projects will be preferred.
   - Strong organizational skills and understanding of administrative procedures;
   - Reporting and minutes writing skills;
   - Basic knowledge in procurement, petty cash handling, logistics supports, and filling systems;
   - Sound knowledge of administrative procedures of the Government;
   - 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.).
   - Good interpersonal and communication skills, both verbal and written;
   - Good English skills.

6. **Application**

Candidates shall submit the following: i) Motivation Letter; ii) Curriculum Vitae; iii) Relevant Degrees/ Certificates; and iv) Supporting documents. All applications will not be returned.

Curriculum Vitae (05 pages as maximum) describes contact information of the candidate; related qualifications/degrees; duration of assignments (mm/yyyy – mm/yyyy), organization, position and related experiences/ skills. English skills (listening, speaking, reading, and writing) must be described as “poor, average, fairly good, good, and excellent. Contact information of 03 relevant referees;
Supporting documents (reports/plans related to energy efficiency) if any. Maximum 03 for each category.

7. Recruitment Process
   i. A writing test;
   ii. An interview.
   iii. Reference check.

8. Remuneration
Remuneration is based on the cost-norms of UNDP Vietnam (UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam).