

Poverty Reduction Fund

Terms of Reference

Title:	Budget and Finance Officer
Number of Position:	1
Direct Reporting to:	Head of Finance and Administration Division
Close coordination with:	National Financial Team
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban
Contract Type:	A one-year contract renewable subject to annual performance review with an initial probation period of 3-6 months

Description of Duties and Responsibilities:

Specific short-term objective

- to lead PRF financial system improvement process;

Long-term objectives

- to facilitate the preparation of provincial and divisions budgets;
- to monitor these budgets (and ensure that monitoring reports are provided regularly to the different budget holders);
- to facilitate the interactions between the operational divisions (mainly CD and Engineering Divisions) and the FA Division;
- to contribute to the development of tools to be used by communities to manage the funds provided by PRF and to the training of the kum ban team members.

1- Lead PRF Financial System Improvement

- Lead discussions with the representative of the company ACCPAC to get an updated version of PRF accounting software with additional codes and to ensure that PRF receive appropriate technical support to ensure a smooth transition to the latest version of the software without losing historical data.
- Review the existing chart of accounts and suggest changes and the creation of different charts which will capture the following information: type of expenditure, budget line, donor, province, district and if appropriate the division in charge of the related budget;
- Liaise with the different division to allocate each account to a Division / Team (which will be responsible for the related budget line).

Note: If not possible, suggest the creation of new accounts either per division or per activity. The creation of new accounts could concern the following types of expenditures (indicative list), which can be under the responsibility of different divisions.

- Travel costs: per diem, plane tickets, petrol for car, etc.
- Community per diem / allowance for attendance to different activities: different codes could be created for participation in different activities (KB level

meetings, district level meetings, training sessions, etc) so that we can allocate these costs to different activities

- Provincial operational costs: possibilities to create different accounts to allow a monitoring by district
 - IEC activities: creation of different accounts to monitor the different type of IEC activities (regular radio and TV programs, creation of new tools such as posters, etc
 - Training activities: it could be interesting to separate individual trainings and group trainings as well as create an account per division.
- Create a new budget template for each division and ask them to plan expenditures for the next reporting period (to be defined)
 - Create a new template for the presentation of the total budget
 - Create a new template for monthly budget monitoring reports
 - Develop a procedure/manual, which will detail how the different are prepared (and by whom) and monitored

2- Facilitate PRF budget management functions

- Support the provinces in the preparation of monthly and annual provisional budgets (and of their 6-monthly updates)
- Support the different divisions in the preparation of their annual provisional budgets (and of their 6-monthly updates)
- Check the different budgets submitted, liaise with the provincial offices and divisions before submission to the Head of the Finance and Administration Division and review the related cash transfer requests
- Compile the different budgets and prepare PRF annual budget and its 6-monthly update to be submitted and approved by PMT
- Once the accounting of the related period has been finalised, receive the data (downloaded from the accounting software) from the accounting team and prepare the different budget monitoring reports (periodicity to be defined as part of the Financial System Improvement process (see above)

3- Prepare the different financial reports to management, Government and donors (in collaboration with the accounting team)

4- Prepare the different budget plans to be submitted to the GoL, existing and potential donors

5- Other tasks:

- Contribute with the other members of the FA Division to the design or improvement of accounting and financial tools to be used by the communities managing subprojects
- Regular visits to the field (province, district and kum ban) for both training and auditing purpose
- Lead / facilitate the training of PRF provincial and district staff on all issues related to budget and finance
- Represent the Unit, alongside the Head of FA Division, in all discussions related to subprojects planning and implementation
- Liaise with other units to ensure that the financial and administrative aspects are always taken into account when making technical and strategic decisions
- Support the Head of Division in the facilitation of external financial audits and during all discussions / supervision visits of donors
- Perform other tasks that may be assigned by the Head of FA Division or PRF Executive Director

Qualifications and experience:

- Strong ethical commitment to impartiality and transparency
- Advanced university degree in Accounting, Finance or Business Administration – CPA qualification would be an advantage
- Strong financial management background (3-5 years experience)
- Experience with major donors' regulations and guidelines
- Analytical judgement and ability to work under pressure and meet deadlines
- Excellent inter-personal skills and commitment to work in a participative way
- Experience and knowledge of accounting software (ACCPAC) or any
- Strong command of Ms Office® software (Word, Excel, PowerPoint) and experience in at least one accounting software
- Fluency in English and Lao (writing, editing, reporting and speaking);
- Ability to work independently and as part of a team
- Willingness to work occasionally in rural areas
- Lao national only