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 visit to targeted provinces, districts, Kum ban and villages
Contract Type:	A one-year contract renewable subject to annual performance review with an initial probation period of 3-6 months
Review by the donor:	Prior review

1. Description of main Duties and Responsibilities:

- Preparation of the different financial reports to the Project Management Team, Government and donors (in collaboration with the accounting team)

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

- Maintain the current financial system always up to date and customized to changing business needs

- Facilitate PRF budget management functions

2. Description of specific duties and responsibilities

- Support the districts and 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 updated budget for submission and approval 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)

- Monitor the project budgets (and ensure that monitoring, variance and analysis reports are provided regularly to the concerned divisions, Project Management Team and different budget holders);
- Support the coordination between the operational divisions (mainly CD and Engineering Divisions) and the FA Division;
- 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 Division, alongside the Head of FA Division, in all discussions related to subprojects planning and implementation
- Liaise with other Divisions 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

3. Qualifications and experiences:

- Strong ethical commitment to impartiality and transparency
- At least a Bachelor degree in Accounting, Finance or Business Administration. Local or international CPA qualification would be an advantage
- Strong financial management background (5-7years 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 other accounting software
- 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
- Ability to speak any ethnic group languages will be given preference
- Women are strongly encouraged to apply.