

Ministry of Livestock, Fisheries and Rural Development
Department of Rural Development
National Community Driven Development Project
IDA Grant H814-MM
Terms of Reference

Senior Finance Assistant
Contract NO.: C 22/2014

1. Background

The Union Government of Myanmar has received a Grant of US\$ 80 million from the World Bank to implement a Community Driven Development Project. The Ministry of Livestock, Fisheries and Rural Development (MLF&RD) of the Union Government of Myanmar has been mandated to implement a multi-year, multi-state community development project entitled Myanmar National Community Driven Development Project (MNCDDP) that would be supported through the grant from the World Bank. The project will demand establishment and monitoring of predictable and efficient accounting systems and procedures in place, as per guidelines of the Union Government of Myanmar and the World Bank and ensure transparency and efficiency in the process. For this purpose, MNCDDP will recruit a Senior Finance Assistant with adequate experience in the areas of finance and accounting functions. Working under the direct supervision of the Project Director of MNCDDP and the guidance of the Finance Director at Department of Rural Development, this Senior Finance Assistant will be based in Nay Pyi Taw, with occasional travel to Project Townships, where selected village tracts will implement MNCDDP. The Senior Finance Assistant will work on the day to day finance and accounting functions of the Project at the Union Level and if required at the Township levels to ensure compliance with the World Bank procedures.

The development objective of the project is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit www.cddrdmyanmar.org

2. Implementation Arrangements

Department of Rural Development (DRD) of the MLF&RD proposes to recruit a Senior Finance Assistant, for its Secretariat, namely CDD Secretariat which implements MNCDDP. The expected commencement date for this consultancy position is **Mid February 2015.**

The Senior Finance Assistant shall provide his/her services to the MNCDDP and shall report to the Director of MNCDDP. The Senior Finance Assistant shall be contracted **for 24 months** subject to a review after 6 months. The Senior Finance Assistant's contract may be extended beyond 24 months, subject to the needs and availability of funds.

The Senior Finance Assistant will be based in the CDD Secretariat Office of the MLF & RD, Nay Pyi Taw with occasional travels to Townships. The Senior Finance Assistant

should be able to travel to the villages if needed. The Senior Finance Assistant shall observe the Government regulations and official working hours (Monday to Friday, 9:00am to 12:30am and 1.30pm to 4:30pm).

3. Detailed Duties

- Assist in the efficient and effective processing and accounting for cash transfers to the Townships and to the Village Tracts
- Assist in the maintenance of the township accounts and records especially with regard to transactions incurred in Cash on occasions when requested by DRD management
- Assist the DRD Finance Unit in preparing day-to-day bank and petty cash payment vouchers with valid, eligible and appropriate supporting documents
- Assist in preparing Annual and Quarterly Disbursement Projections for Union Level and Townships
- Assist in reviewing Activity Based Budgets and the replenishment request from the DRD Townships and ensure the correctness
- Assist in recording / entering the payments and receipts (replenishment and others) into Bank and Cash Book and contract registers
- Oversee and/or review the data entry of transactions into the computer accounting system and ensure the transactions are entered into the correct chart of accounts
- Assist the Project Accountant on a regular basis (monthly and at times of preparing petty cash replenishment request of the Union Level and Township Level)
- Assist to reconcile the balance in the petty cash book with the cash-in-hand
- Maintain sequential numbering of receipts and payments and in ensuring proper financial files are maintained with vouchers and records
- Assist the head of finance in reviewing the claims from suppliers and consultants to ensure appropriate supporting documents are submitted. Monitor disbursement receipts and payments to suppliers, consultants and others Monitor the advance register monthly and follow up with advance holders to ensure the advances are settled within 10 working days after the event. Provide advance status report to DRD Finance Director and Project Director on a monthly basis
- Assist in preparing Summary Sheet, Statement of Expenditure, and the Withdrawal Applications. Assist in maintaining the security of the financial accounting system and accounting records of the project and assist during the external audits and the review of the World Bank
- Assist in carrying-out petty cash physical count at the close of business in the presence of the Project Accountant on the last working day of each month and prepare the cash count sheet and state the reasons for differences between the book balance and physical balance, if there is any
- To assist in properly recording and controlling project assets and assist during the physical verification of the assets
- Assist in reviewing type work and translation of FM related documents; and
- Assist the finance unit in any other tasks reasonably related to the above

4. Knowledge, Skills and Abilities

- Diploma or degree in accounting, finance or economics, with minimum three years relevant experience
- Experience in financial and administrative operations
- Experience in accounting of donor funded projects will be an advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- Good English language skill
- Experience with international agencies / organizations will be an advantage.