

TERMS OF REFERENCE
for
NATIONAL PROJECT ACCOUNTANT
Reference No (C71)
Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Community Driven Development Project

The Republic of the Union of Myanmar has received financing from the World Bank, Italian Development Cooperation Agency, and Department for International Development (DfID), towards the cost of the National Community Driven Development Project (Website: <https://cdd.drdmyanmar.org/>). The Department of Rural Development of the Ministry of Agriculture, Livestock and Irrigation, which implements the National Community Driven Development Project, intends to apply part of the proceeds for the hiring of a National Project Accountant for the project head office.

National Accountant will be based in the CDD Secretariat Office of DRD, Office No (36) of Nay Pyi Taw with occasional travels to Townships and villages. The National Accountant will work closely with DRD finance staff and report to the DRD head of finance. Initial appointment for one year and will be extended based on the performance of individual consultant, need for the services and the availability of funds. The

Key Tasks

NCDDP is a community driven development project with most of funds disbursed directly to community associations at Village Tract (VT) level. Project is implemented by the Department of Rural Development through its Union and townships offices. The tasks of the Accountant are listed below:

- Assist the Union level Financial Unit in maintaining appropriate accounting and records in accordance with World Bank policies and procedures and Myanmar accounting standards.
- Preparing and uploading budgets to the accounting system, monitoring the progress and giving feedback to DRD management of any variances of budget against the actual expenditures.
- Preparing monthly, quarterly and annual financial reports for submission to the Government and the World Bank.
- Maintain the computerized accounting system and produce timely management reports as required.
- Manage project bank accounts, denominated in local and foreign currency.
- Prepare cash forecast, ensure availability of cash for project implementation.
- Assist accounting staff at township and DRD staff and Finance Assistants at Union.
- Organize and arrange to carry out training for DRD finance staff at Union and township level.
- Supervise implementation of financial management policies at Union and township level finance.

- Assist DRD during the conduct of the audit by the Office of the Auditor General (OAG) and the External auditors.

Key Qualification and Experience requirements:

- M. Com preferably a Certified Public Accountant (Myanmar) with minimum five years relevant experience. (OR)
- B Com or a degree of an internationally recognized accounting institute with minimum 10 years relevant experience.
- Relevant experience in accounting for an international organization or donor funded project(s) is a plus
- Excellent computer skills including the ability to use MS Word, MS Excel and MS PowerPoint and familiarity with computerized accounting software i.e. SAGE Accounting, ACCPAC etc.
- Good mathematical and English language skills
- Ability to work as part of a team and to meet deadlines

Interested Candidates must provide their updated curriculum vitae, indicating personal and technical skills, qualifications and experience in similar assignments. Expressions of Interest must be submitted in a written form to the address below by **MON 27 MAY 2019**.

Attn: U Kyaw Swa Aung (Director),
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