

## **Terms of Reference and Scope of Service**

**Ministry of Agriculture, Livestock and Irrigation  
Department of Rural Development  
National Community Driven Development Project  
IDA Grant: H813-MM  
C. 71/2016**

### **National Project Accountant**

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of the National Community Driven Development Project. 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 the following individual consultant position.

National Accountant (C. 71/2016) – 24 months starting (Starting at one month after Deadline)

The assignment will be commenced (Est. starting at one month after Deadline or early November) . 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.

#### **Key Tasks**

NCDD 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 budgets, monthly, quarterly and annual financial reports to monitor project progress and 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.
- Supervise accounting staff at township DRD departments.
- Organise and arrange to carry out training for DRD finance staff at Union and township level.
- Supervise implementation of financial management policies at VT level by the appointed township level accountants.

The National Accountant will be based in **the CDD Secretariat Office of DRD**, Office No (14) 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. The National Accountant shall observe the Government regulations and official working hours (Monday to Friday, 9:00am to 12:30am and 1.30pm to 4:30pm).

Key Qualification and Experience requirements:

- Certified Public Accountant (Myanmar) or a member of an internationally recognized accounting institute with minimum three years relevant experience or Masters Degree in a related subject with five years of relevant experience.
- Experience in accounting, auditing and/or financial management.
- Experience in accounting of international organizations or donor funded projects will be an advantage
- Good computer skills including the ability to use MS Word, MS Excel and MS PowerPoint and familiarity with computerized accounting software
- Good mathematical and English language skills
- Ability to work as part of a team and to meet deadlines