



Partnership for Avian and Human Influenza (PAHI)

Room 301, Building A8, Ministry of Agriculture and Rural Development, 10 Nguyen Cong Hoan, Ba Dinh, Ha Noi
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Position and title of post:	Accountant
Organisation and Unit:	Secretariat of the Partnership for Avian and Human Pandemic Influenza (PAHI), MARD
Duty station:	Hanoi, Viet Nam
Duration:	12 work months full time (November 2008 – October 2009) with possibility of extension

ROLE OF THE ACCOUNTANT

Major role of the accountant is to assist the Director and manager of the PAHI in:

- Managing the UNDP resources allocated to the project to achieve the expected results and planning financial disbursements, in accordance with the work plan and project document;
- Maintaining an up-to-date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting;
- Recording the receipt and disbursement of UNDP funds and verifying that disbursements do not exceed the available funds or the amount allocated to each approved input.
- Maintaining an inventory that records the acquisition and disposal of equipment.

DUTIES AND RESPONSIBILITIES

1. Assist in Secretariat work planning and budget preparation, monitoring and budget revision based on the work plan
2. Prepare all required documents to request transaction of funds from UNDP, Donor and Government to PAHI in according with Government/UNDP National Execution (NEX) procedures and
3. Make payments for activities of Secretariat including, staff pay roll, third party contracts..
4. Prepare and Maintain a sound and accurate accounting ledger and prepares financial reports as per NEX and other Donors' requirements
5. Work closely with the Programme Support Office of the Joint Government-UN Programme on Avian and Human Influenza, the accounting and finance staff within the PMU of the Vietnam Avian and Human Influenza Project (VAHIP), and with other donors to the PAHI Secretariat to ensure timely provision of financial information for periodic financial reports of the Joint Programme.
6. Keep records and inventory of the PAHI equipments including computers, photocopier, fax machine, etc.
7. Support the Secretariat Manager to maintain updated records of Government and ODA financing for Vietnam's Integrated National Operational Programme for Avian and Human Influenza 2006-2010 (the Green Book).
8. Undertake other related tasks as assigned by the Secretariat Manager and the International Advisor.

WORKING RELATIONSHIP AND REPORTING LINES

The Accountant will report to and work under the supervision of the Secretariat Manager of the PAHI Secretariat.

S/he will work closely with the other staff and International Advisor of the Secretariat, as well as the Focal Points for the PAHI Secretariat assigned within the International Cooperation Departments of the Ministry of Agriculture and Rural Development and the Ministry of Health in financial issues.

S/he will also work closely with responsible finance and accounting staff within the MARD.

QUALIFICATIONS AND EXPERIENCE

- University degree in economics, finance, accounting, administration or related disciplines.
 - Minimum of 5 working years experience in accounting/finance or a related area.
 - Experience with Official Development Assistance (ODA) projects, particularly with nationally-executed projects preferred.
 - Working knowledge and experience with Government agencies are essential.
 - Fluent written and spoken English.
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