

Job Description – Accounting Assistant

A) Definition of tasks

Job title: Accounting Assistant in DSTIA Project

1. Organisational integration

Organizational unit	IP
Wage scale	Grades II, Categories Min to Mid
Location	Vientiane, Laos

2. Reporting (title only)

Reporting to	DSTIA Project Manager
Direct reports	n/a
Act as deputy for	n/a
Will be deputized by	n/a

3. Overall targets (numbered A, B, C, D)

A.	Assist accounting operations of the DSTIA project's implementing partners
B.	Compliance with Helvetas' financial policies and regulations is verified and confirmed.
C.	Project petty cash is well managed and compliance with Helvetas' financial policies and regulations
D.	Contribute to efficient and effective filing and recording system of the project documentation.
E.	Maintain to Helvetas values, principles and integrity

4. Main tasks

Derived from the overall targets under pt. 3

Goal A
- Assist the project implementing partners name Department of Energy (DoE), Faculty of Engineering, National University of Lao, Electricity Due Lao Generation Public Company Generation (EDL-GEN) and Lao Association on Dams (LAD) in activities budget planning, - Coordination with the Implementing Partner's Coordinator and finance team for activities budget planning and reporting. - Assist the Helvetas with verification of activities cash advances budget/disbursement requests. - Support Finance Manager (when needed) to record expenditures in HELVETAS accounting software "BANANA"
Goal B.

• Reviews of partner's cash advance reports and reconciliations in accordance with budgets. • Cross check cash advance requests and report on supporting documents of implementing partners reports to ensure that it has compliance with Helvetas' financial policies and regulations • Liaise with project partners and provide necessary support to ensure completeness, correctness and accuracy of financial reports. • Support project finance manager to ensure all financial documentation and procedures in the DSTIA project are correct and according to Helvetas and donor's regulations. • Create I-Bank for the DSTIA project
Goal C
• Prepare files and keep records project finance documentation • Maintain proper filing system for DSTIA project financial documents both hard copies and electronic files.
Goal D
• Receive and maintain petty cash funds for the project. • Ensure petty cash is securely always stored. • Maintain an appropriate cash balance between physical cash and petty cash account • Ensure all payments are supported by valid documentation (receipts, invoices, vouchers). • Record all transactions accurately and in a timely manner in Banana file. • Ensure proper coding of expenses according to project budget lines. • Prepare petty cash vouchers for each transaction. • Perform regular petty cash monthly reconciliations • Prepare and submit petty cash replenishment requests with supporting documents.
Goal E
• Represent Helvetas positively in all interactions. • Be open to feedback and improvement • Maintain confidentiality of sensitive information • Demonstrate openness and be clear in communication. • Collaborate well with other team members and HELVETAS staff. • Perform other duties as required by the Project Manager.

B) Competency profile

1. Basic education

Mandatory

- Bachelor's degree in finance or accounting or other relevant fields such as economics or business Administration

Optional

- Pursuing a Postgraduate education in finance or accounting

2. Specific skills

Mandatory

- 1-2 years' experience in accounting.
- Knowledge of the principles and practices of financial management and internal control
- Experience working with Government, NGO or donor would be an advantage

3. Social and personal competencies

- Well organised and attentive to details
- Strong interpersonal skills and good information-sharing/Communication skills
- Strong problem-solving skills
- Outstanding social, team building and communication skills

4. Languages

Mandatory

- Lao and English (intermediate)

5. IT skills

Mandatory

- Excel, Word
- Accounting system / software is an advantage

Optional

- SharePoint

Signatures:Position holder:

Signature:

date:

Supervisor:

Signature:

date:

Country Director Laos:

Signature:

date: