



LOAN NO. 3679-MON: REGIONAL ROAD DEVELOPMENT AND MAINTENANCE PROJECT



VACANCY ANNOUNCEMENT

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing “Regional road development and maintenance project” (RRDM Project). The project Executing Agency (EA) is the Ministry of Road and Transport Development (MRTD). Under the project, the EA is seeking to recruit a qualified **Project Accountant/Financial Management Specialist for the Project Implementing Unit (PIU) who will be engaged on a full-time basis.**

Objective of the assignment

The position is fully responsible for the project billing process, including responding to EA, MOF, ADB inquiries, in accordance with the financial covenants of the Loan Agreement, ADB Loan Disbursement Handbook 2015, and applied accounting standards and billing policy. She/he would be responsible for planning and managing disbursement activities including monitoring of the project fund utilization and timely disbursement of funds, preparation of withdrawal applications and related financial documents for ADB’s review, processing of payments to consultants and contractors, financial records keeping, and preparation of regular financial reports, arranging documents for annual audits. Main tasks include the (i) preparation of quarterly and annual budgets; (ii) preparation of quarterly and annual financial reports; (iii) tracking disbursement progress of the PIU; (iv) completing cash management and disbursements; (v) maintaining a fixed asset system; (vi) calculating and paying personal income tax for contracted FA PIU staff; and (vii) preparing financial and disbursement documents or other financial reports.

Tasks and responsibilities will include:

- establishing an efficient and effective financial management system for the project implementation in accordance with ADB policy and procedural requirements and implementing such financial management system and develop the project financial management manual;
- preparing quarterly and annual budgets to assist PIU to plan and program their activities;
- preparing quarterly and annual financial reports;
- tracking disbursement progress of the PIU;
- completing cash management and disbursements;
- maintaining a fixed asset system;
- calculating and paying personal income tax for contracted PIU staff;
- preparing financial and disbursement documents or other financial reports;
- assisting in establishing appropriate project accounting procedure for the PIU, verify if internal control system is employed, check current internal audit, external or government audit, and recommend any changes as appropriate;
- assessing availability of counterpart funding, operation and maintenance budgets, and subsidies as appropriated; and prepare project financial information, including cost estimates and financing plan;
- identifying areas for improvement and training needed with respect to the quality of financial statements, disclosure, and notes to the financial statements, and develop templates for the annual financial statements;
- evaluating the year-by-year compliance with ADB loan covenants dealing with counterpart funds, financial management of the EA and assist with reporting as required;
- conducting real-time monitoring and adjustment on status of various components and loan categories, and changes in demands for ADB loan proceeds and domestic counterpart fund under each of the contracts; and
- conducting training to PIU/PMCBC in accordance to ADB guidelines and procedures on financial management requirements and reporting systems.



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Qualifications and experience:

The project accountant should be a graduate or hold a degree in accounting with specialized for accounting and minimum 4 years of experience in accounting, ideally have good knowledge of spoken and written English.

If you possess the above qualifications, please submit a **cover letter** indicating why she/he considers her/himself suitable for the position, detailed public servant **CV** highlighting skills/experience, copy of diplomas or certificates and two reference letters from last two employers no later than **15:00, 16 Oct 2018. Only those successful candidates will be contacted.** The application documents under the name of RRDMP/Project accountant shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

Contact address: Ministry of Road and Transport Development, Government Building №13, room 409, Chinggis Avenue 11, Ulaanbaatar 14251, Mongolia **Contact person:** L.Bayanzul
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