



Terms of reference

Ref: 2018-EEP-02

Position title:	Institutional Development Consultant (Finance)
Type of contract:	Individual consultant contract
Duration of Contract:	4 months, starting as soon as possible
Salary:	Competitive based on individual basis
Expected working hours:	14 hours/ week, flexible

BACKGROUND

The Economy and Environment Partnership for Southeast Asia (EEPSEA) developed from the Economy and Environment Program for Southeast Asia. EEPSEA is based at University of Economics Ho Chi Minh City (UEH). EEPSEA supports the training and research in environmental and resource economics with the goal of strengthening local capacity in the economic analysis of environmental issues so that researchers can provide sound advice to policymakers. The goals of EEPSEA are (1) to conduct environmental economics and transdisciplinary research that address human-environment interface challenges in Southeast Asia, (2) to engage researchers from different disciplines, decision makers and communities towards sustainable development in Southeast Asia and (3) to enhance the capacity of Southeast Asian researchers and decision makers to be effective partners in a transformation process.

Under the agreement with Swedish Embassy in Bangkok to enhance the capacity of the institution, EEPSEA will develop a comprehensive financial policies and procedures manual. The Embassy will call off its auditor Moore Stephens to give support to the EEPSEA to deliver the routines and procedures. With this context, EEPSEA is seeking for a local consultant who can assist EEPSEA in developing the financial manual, with support and guidance from Moore Stephens.

DUTIES AND RESPONSIBILITIES

The consultant will work with close coordination from accountant, finance officer and international consultant from Moore Stephens. The final deliverable is a set of comprehensive finance procedures and practices in **English**, which must contain the following terms:

1. Accounting principles
2. Financial reporting requirement and process
3. Budget development procedures
4. Guidelines on supporting documents
5. Exchange rate policy
6. Travel procedures and standardized rates
7. Bank and cash reconciliation procedures
8. Account reconciliation procedures
9. Procedures related to the retention of supporting documents
10. Templates (standard request forms, purchase orders, ...)
11. Forwarding funds to partners procedures (review of legal registration, review of financial management procedures etc.)
12. Financial regulations for sub-grants
13. Financial regulations for partners (e.g instructions on what supporting documents need to be gathered for which type of expenditures)

COMPETENCIES AND QUALIFICATIONS

- Holding relevant degree in finance and management accounting.
- Working experience with INGO, NPO
- Good command of written English
- Self-motivated

APPOINTMENT PROCEDURE

The EEPSEA Partnership promotes equal opportunities, equality and diversity. Salary is determined on an individual basis.

Applications will be destroyed or returned (upon request) two years after the decision of employment has become final. Applications from the employed and from those who appeal the decision will not be returned.

APPLICATIONS

The application must contain:

- Résumé/CV and personal details.
- Educational certificates, diplomas e.g. should be attached.
- A cover letter (a maximum of two pages) in which the applicant explains how he/she intends to work if he/she is offered the position.
- All attachments must be named with reference number <2018-EEP-02>.

Additional material might be requested.

The application should be sent to: hr@eepseapartners.org

For further information please contact:

Tran Khanh Hoa (Ms.), Administrator

Tel: +84 28 3844 8249

Email: hoa.tran@eepseapartners.org