



## **Project Accountant Draft Terms of Reference**

**Assignment:** Project Accountant, Enhancing Labour Mobility from PNG (ELMPNG) Project

**Employer:** Department of Treasury

**Location:** Port Moresby, Papua New Guinea

**Duration:** The Project Accountant will be contractually engaged for a period of 3 years with an option to further extend the contract based on performance, an ongoing need, and availability of funding (contract duration must not extend beyond the project closing date, currently June 30, 2027). A 6-month probation period applies.

**Expected Start Date:** June 2023

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### ***1. Background***

The Government of Papua New Guinea has received financing from The World Bank to commence implementation of a labour mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.

A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; (viii) Occupational Health & Safety Specialist; and (ix) a Labour Specialist.

This Terms of Reference is for the Project Accountant position of the Project Management Unit.



## **2. Objectives of the assignment**

The objective of this assignment is to manage the processing of accounting under the ELMPNG Project.

## **3. Scope of Services**

The specific duties and responsibilities of the Project Account will include *inter alia*:

- Processing accurately and promptly all accounting transactions including, operating expenses, travel, and consultant payments.
- Maintaining reconciled accounts for the Project.
- Keeping relevant documents and invoices systematically to fully support the accounts.
- Performing monthly bank account reconciliation.
- Inputs to the budgets.
- Preparation of cash flow forecasts.
- Preparation of Withdrawal Applications to draw down funds from the loan.
- Assisting in the planning aspect and preparation of the annual work program and budget.
- Ensuring adherence to internal control procedures.
- Preparation of quarterly Interim Financial Reports (IFRs).
- Preparation of the annual financial statements.
- Assisting in the internal and external project audits.

## **4. Work Arrangements**

This position is located in Port Moresby and the successful applicant will be offered an initial 3-year contract with the possibility of a further extension.

The Project Accountant is required to follow the Department of Treasury's standard working hours, but depending on business needs, may be requested to work extended hours. This role may require travel to target provinces and districts across Papua New Guinea.

## **5. Selection Criteria**

### Qualification

- Minimum: Accounting degree or similar graduate qualification
- CPA or equivalent

### General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to identify complex issues and to respond and handle; accordingly, does not add unnecessary complexity to tasks or projects



- Ability to function effectively in multi-disciplinary teams within a matrix management environment.

#### Essential Specialized Skills/Knowledge/Competencies

- At least 5 years' experience in an accounting role, at least 3 of which in a role with primary accountability
- Demonstrated experience in project accounting in government.
- Fluency in English with demonstrated ability to write clear and succinct reports

#### Desirable Specialized Skills/Knowledge/Competencies

- Previous experience with World Bank or other donor funded projects, financial management processes and systems.
- Previous experience in developing countries on similar assignments, particularly working in PNG will be an advantage.