



BANK OF MONGOLIA
VACANCY NOTICE FOR PROJECT ACCOUNTANT

Project: Payment system modernization project
Title: Project accountant
Duty station: Ulaanbaatar, Mongolia
Duration: 36 months

Background:

The project, financed by the Asian Development Bank (ADB), is implemented by the Bank of Mongolia (BOM). The objective of the Project is to establish a nation-wide full-service payments system that could provide efficient and broader payment services to meet the increasing market demand. The impact of the Project is the increased availability and greater usage of more secure, reliable and affordable payment system services throughout the country, facilitating money flows, liquidity and financial stability.

Objective(s) of the assignment:

The Project Accountant is responsible for maintaining budgeting, recording accurately, clearly and in a timely manner, administering the project funds in accordance with relevant guidelines and procedures, and liquidation of expenditures on an annual and quarterly basis as well as upon the project completion. The Project Accountant will ensure the use of standard financial and accounting procedures are applied in accordance with ADB procedures and will be responsible for the day-to-day management of the project accounts including the imprest accounts in accordance with the ADB and Government procedures.

Scope of work:

- Participate in preparation of annual and quarterly work planning and prepare quarterly advance requests for ADB funding in the applicable format.
- Assist the Project Coordinator and the Project Director in project fund monitoring.
- Execute all financial transactions related to the project.
- Responsible for the day to day management of the project accounts including an imprest account and sub-accounts in accordance with ADB and MOF procedures.
- Establish a robust project accounting system, including reporting and filling systems, in line with project documents and requirements.
- Prepare project financial statements and supporting documents (where applicable) to be submitted to the MOF, BOM, ADB and an external auditor.
- Verify the contractual and financial details of each invoice before each transaction.
- Maintain an inventory file and records for procured assets.
- Report to the Project Coordinator and the Project Director regularly.
- Translate financing and accounting documents either from English to Mongolian or from Mongolian to English when necessary.

- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines and closely monitor balance in each category to prevent over and under commitments
- Monitor, update and present project cost estimates in the quarterly project progress report
- Track actual expenditures against project cost estimates
- Undertake other financial management-related tasks assigned by the Project Coordinator and the Project Director.

Required skill, experience and competencies:

- Minimum of a Bachelor's Degree in accounting or finance.
- Holding a recognized professional accountancy qualification is desirable.
- A minimum of 4 years' experience in project-related accounting.
- Have solid experience in ADB and international financial institutions-related projects.
- Excellent command of both oral and written English and Mongolian.
- Have high literacy in office software package and accounting software.

Deliverables/Reporting requirement:

The project accountant, in accordance with agreed schedule, will report actual or potential financial issues to the Project coordinator and/or the Project director, as appropriate.

Documents to be submitted:

- Government officer application form (4*3 photo)
- Copies of diploma(s) and certification(s) (notarized)
- A copy of ID card
- Detailed CV highlighted relevant skills/experience
- Recommendation letters of 2 previous employers
- Cover letter indicating her/his interest

Application deadline:

5 p.m., October 30, 2015

Please submit documents (in Mongolian or English) in a sealed envelope to the address below:

Amgalan Maani
Director General
Payment System and Accounting Department
Bank of Mongolia
Baga toiruu-3, 15160
Ulaanbaatar-46, Mongolia
Tel: 976-11-324340
Email: amgalan@mongolbank.mn

Note:

Due to the volume of applications, Bank of Mongolia will not be able to respond to inquiries about application status and only short-listed candidates will be contacted.