



Lao's People Democratic Republic
Peace Independent Democracy Unity Prosperity

Job Title:	Department:
Senior Accountant 1 (Full-time) (01 Positions)	Ministry of Education and Sports Department Technical and Vocational Education and Training Skills Enhancement for Inclusive and Green Economic Development Project No: 57206-001 Project Implementation Unit (PIU-DTVET)
Location:	Commence date
Vientiane Capital	15 July 2026

JOB PURPOSE

Project Background:

The Lao People's Democratic Republic (Lao PDR) Skills Enhancement for Inclusive and Green Economic Development Project aims to help the Lao PDR government align its technical and vocational education and training (TVET) programs with labor market needs to improve the employability of graduates. Based on a skills gap survey conducted with the Ministry of Education and Sports (MOES) in 2023–2024, key demand areas include electric vehicles, industrial electricians, construction, and IT. The project will support upgrading facilities and equipment in high-demand areas in 11 TVET schools in the provinces of Champasak, Khammouane, Luang Prabang, Oudomxay, Savannakhet, Vientiane Capital, Vientiane Province, and Xiangkhouang. In addition, the project will support basic and advanced short-term TVET training courses in these areas as well as in new emerging fields. New short-term training courses will cover online marketing, agro-processing, packaging, financial and digital literacy, care services, and entrepreneurship for start-up businesses.

The project outputs are (i) quality and relevance of TVET for selected occupational areas enhanced, (ii) institutional capacity strengthened, (iii) access to quality TVET expanded, and (iv) TVET to strengthen women's labor market access leveraged

Based on the approved procurement plan an international team leader, deputy team leader and several individual national specialists will be engaged to assist the PMU, MOES on the procurement and implementation of the project.

Objective and Purpose of the Assignment:

The project will engage a senior accountant 1, preferably CPA qualified. The project will consist of loan and grants financing with a total value of \$36 million. The senior accountant 1 will be responsible for ensuring robust internal control procedures; monitoring and recording all financial transactions; managing project bank accounts; preparing disbursement and replenishment applications and reports; and preparing the financial statements, all of which must comply with the ADB Loan Disbursement Handbook (2002). The accountants will liaise closely with the PMU, the Department of Finance, and the project's internal and external auditors.

Scope of Work & Detailed Tasks:

- Assist the EA in the opening of project advance account
- Develop and or update the project financial management procedure manual and project chart of accounts.
- Consolidate budget plan prepared by team leader and all project consultants to reflect annual activities, consult with DOF focal officer and draft annual budget plan and submit it to PMU and deputy director for endorsement.
- Coordinate with procurement consultant to draft TOR of audit firm and procurement of accounting software.
- Guarantee the accuracy and timeliness of finance and accounting data and timely submission of monthly, quarterly, and annual financial reports to the project director.
- Ensure that all audit recommendations are fully implemented in a timely manner.
- Work closely with DOF focal officers to conduct financial management training for the PMU and school financial officers of 10 TVET colleges
- Monitor and record all financial transactions made via direct payment, the advance account, and subaccounts established for the project.
- Prepare documentation, including withdrawal applications required to replenish the advance accounts and subaccounts.
- Coordinate with MOF's relevant departments to ensure all withdrawal applications are endorsed and approved in accordance with MOF and ADB disbursement guidelines.
- Work closely with DTVE financial officer to ensure all the advance account are used and disbursed based on the annual plan and budgeting.
- Prepare accurate consolidated monthly, quarterly, and annual financial reports in a timely manner.

- Prepare a rolling quarterly cash flow forecast for the advance account submitted to the project director by the 7th day of each month.
- Review submitted billings from project suppliers, contractors, consultants and facilitate payments approval
- Monitor contract awards and disbursements in accordance with the budget in the loan and grant agreements.
- Prepare monthly, quarterly, and annual project budgets, and ensure that project budgets are approved accordingly.
- Review and revise, as necessary, the project financial management manual to be used for the project.
- Ensure that the project financial management manual is complied with.
- Prepare documentation for the external audit project and liaise with the external auditor.
- Communicate with the project director and/or the PMU all the relevant information requiring management's attention.

Deliverables::

- Assisted MOES in the opening of the Project advance account
- Developed and/or update the project financial management procedure manual and project chart of accounts.
- Build capacity to manage ADB project financing for the executing and implementing agencies
- Rolling quarterly cash flow forecast for the advance account submitted to the project director by the 7th day of each month.
- Prepared SOEs, endorse withdrawal applications to ADB, and release funds to the designated advance account
- Accurate and timely consolidated monthly, quarterly, and annual financial reports.
- Documentation for the external audit project and liaise with the external auditor
- Monthly, quarterly, and annual project budgets, and ensure that project budgets are approved accordingly.
- Payments to billings to project suppliers, contractors, and consultants.
- Provide oversight of procurement, disbursements, and resettlement matters
- Process and submit to ADB any request when required, for allocating the loan proceeds.
- Draft annual budget and closely monitor actual disbursements against its projection

Minimum Qualification Requirements

The candidate should possess the following qualifications:

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- Have a degree in accounting, financial management, or equivalent.
- Preferably be a CPA.
- Have at least 8 years of experience as an accountant.
- Preferably have experience working with foreign-assisted projects specifically ADB and WB projects.
- Be a good problem solver and be analytical, creative, and innovative.
- Have good ability to organize, delegate, and monitor the completion of work.
- Have the ability and good skills in English including speak, write in, and read English.
- Have strong knowledge of computers, accounting software, MS Excel, Word, and other software.
- Have experience in selected project accounting software.
- Be able to travel to provinces.
- Be knowledgeable in generally accepted accounting principles and have a practical knowledge of financial systems, internal financial controls, and procedures
- Minimum general experience: 10 years
- Minimum specific experience (relevant to assignment): 8 years

The successful candidate will sign his/her contract with PIU for 12 months with a possible extension to implementation phase based on performance assessment.

Interested candidates should submit a written application with CV, copies of certificates, references and the Interested candidates to the address below not later than 06 July 2026.

Project Implementation Unit (PIU)

Skills Enhancement for Inclusive and Green Economic Development

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