



**UNDP/GEF PROJECT ON REDUCING ENVIRONMENT STRESS  
IN THE YELLOW SEA LARGE MARINE ECOSYSTEM**



**Job Descriptions of short term accounting assistant  
For the Project Management Office**

**Short term Accounting Assistant**

**General Job Description**

The Short term Accounting Assistant will perform two major tasks requiring a knowledge of accounting and computer data base management: (1) in association with the Finance & Administrative Officer and technical specialists to maintain the project accounts (Daily payment and closing IMPREST accounts); and (2) to assist the Project Manager and the technical staff with the maintenance of computer-based statistics regarding the management of the project, project activities and use of the outputs.

**Duties**

1. Accounting

The incumbent will prepare and maintain the local records of project accounts, particularly those pertaining to the imprest fund. He/she shall prepare all relevant documents for administering the imprest account for final approval by the Project Manager, in conformity with the stipulations of the financial regulations of the executing agency. He/she shall prepare bank reconciliations and records of total project expenditure (including, where possible, full records of counterpart contributions to the project). He/she will assume the duties of the Administrative Officer during his/her periods of absence.

2. Information Management

The Assistant will work closely with the Project Manager, and other professional staff on the development and maintenance of a statistical database on project management. This work will include *inter alia*, records of all contracts (including Inter-Agency Agreements - IAAs), participation in YSLME events, records of all MODs opened, information regarding the project expenditures within each budget category and for each project thematic area.

3. Budget Management

The incumbent will monitor Project expenditures with reference to the approved budget. He/she will prepare budget proposals and also attend to all financial and

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**UNDP/GEF YSLME Project Management Office (PMO)**

KORDI Compound, 1270, Sa-2dong, Sangrok-ku, Ansan, Gyeonggi 426-744, Republic of Korea  
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budgetary aspects of the implementation of the Project including the following specific duties:

- to monitor expenditures - this will entail monitoring the IAAs (i.e. liaising with the agencies and the PMO), monitoring special components of the YSLME and, review of the executing agency finance records of expenditures against budget lines;
- to assist the project staff to prepare budgets for meetings and activities and to review incoming authorizations to ensure adequate recording against budget lines (and take appropriate action to correct and/or revise requests and alert UNOPS); and

### **Skills and Experience Required**

- higher educational diploma in a directly relevant field;
- proven experience in accounting or the management of computer data bases; (Especially MS Excel)
- fluency in English and Korean; and

### **Recommended Grading: G3**

**Duty period:** 4 months since Mid of Jan 2007

### **Application**

If you are interested in applying for the position, please submit your resume by e-mail to [sungjun@yslme.org](mailto:sungjun@yslme.org), with Subject Header of "Short term accounting assistant" or by mail/fax to:

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Finance & Admin Officer  
UNDP/GEF Yellow Sea Project  
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