Background

ICLEI—Local Governments for Sustainability is the leading global network of 1,750+ member cities and regions committed to building a sustainable future (more information at http://eastasia.iclei.org). ICLEI supports local and regional governments to take actions towards low emission, nature-based, equitable, resilient and circular development.

Our Members and 24 offices work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. ICLEI World Secretariat is based in Bonn, Germany. Established in 2012, the ICLEI East Asia Secretariat is hosted by the Seoul Metropolitan Government, and serves to coordinate regional projects and activities, and provide supports to ICLEI Members in the Greater China Region, Japan, Korea and Mongolia. We provide technical consulting, training and information services to build capacity, share knowledge and support local governments in pursuing sustainable development via local and regional programs and exchange platforms. ICLEI East Asia Secretariat Beijing Office (Beijing Office) was established in March 2018, with an aim to promote holistic, harmonious, inclusive sustainable development and eco-civilization at the local level. The Beijing Office particularly supports the efforts of Chinese local governments in developing low-carbon, resilient and eco-friendly cities, at the same time driving a green and circular economy.

With the expansion of operations, we intend to seek for an experienced consultant to help us review our existing project financing and accounting practice, advise and build a more robust accounting strategy and system that continues to meet international standards, as we continue to grow with projects in 2021.

Consultancy: Project Financing and Accounting System Advisory (Nov 2020 – Jan 2021)

Responsibilities

• Review ICLEI EAS’ existing project financing and accounting practice, recording and maintenance at the ICLEI East Asia Secretariat, taking also consideration of our financial relationship with the Seoul Metropolitan Government (major donor) and the subsidiary Beijing Office

• Provide an accounting gap analysis based on international practices and suggest work plan for improvement

• Give specific advice to improving use of the enterprise resource planning (ERP) system, based on our current practice.

• Provide an internal accounting and finance strategy and accounting system specifically to our operation status, taking reference or incorporating to the existing office policy and operation manual, including content but not limited to:
  o Financial control
  o Approval process and other financial procedures, including auditing
  o Documentation
  o Responsibilities

• Demonstrate the effectiveness of the outputs by working with the team on preparing the financial statements of 2019 and 2020
• Support project accounting of one of our projects to demonstrate the advice or suggested approach is fitting our organizational context.
• Discuss with the team and suggest approach and resources needed for maintaining long-term good practice of accounting

Requirements
• Have a degree in accounting, finance, business administration or another subject relevant to the consultancy
• Demonstrate 5 years or above work experience in accounting and project financing;
• Familiar with accounting practice and standards in the Republic of Korea
• Understanding operation practice of non-government organizations and non-profit organizations is essential
• Fluent writing and speaking English, additional knowledge of Korean is an asset

Terms and conditions
• This consultant reports to the Program Manager at ICLEI East Asia
• The consultancy is available immediately and deliverable-based, with the expectation to deliver main tasks stated in the responsibilities section before end of December 2020. Final deliverables should be completed no later than the end of January 2021.
• It is expected the person should be physically in the Republic of Korea for interval in-person meetings with the team from time-to-time; however for the most appropriate candidate, it may be possible to arrange tasks remotely
• The consultant can be an individual or affiliated with a firm
• Extension to provide in-house accounting support may be feasible, subject to discussion

Application
Please email job application (reference in subject line: “Project Financing and Accounting System Advisory”) including:
• Letter of motivation / relevance to the position
• CV (max 3 pages)
• Indication of availability date
• Your expected service fees for the suggested consultancy (further negotiation will be made with the best candidate based on actual tasks)

<jobs.seoul@iclei.org>.