



Costa Group Position Description

Position Title:	Project Accountants
Department:	Berry International - Accounting and Finance
Reporting To:	Country CFO
Location:	Vientiane, Laos
Date:	June 2026

1. Primary Objective of Position:

The Project Accountant will be responsible for tracking CAPEX expenditures, controlling project costs, and ensuring accurate financial reporting to support the company's project development and growing activities. As the company is in its early stage, this role is critical in building strong accounting foundations, maintaining audit-ready records, and supporting management with timely financial insights. While the primary focus is on CAPEX and project accounting, the role will also provide basic support in tax planning related to CAPEX and projects.

The main duties are outlined below and may vary occasionally in line with the needs of the business, as directed by the position's line manager.

2. Key Accountabilities and Responsibilities:

Accountability and Responsibilities:
<p>Role Duties</p> <ul style="list-style-type: none"> • Monitor project budgets and highlight cost overruns or savings. • Support CFO in developing cost control processes and SOPs. • Prepare weekly cash flow forecasts integrating CAPEX and project spending. • Assist CFO in identifying tax implications of CAPEX projects. • Ensure CAPEX input VAT is properly recorded for claims. • Provide reconciliations to support corporate tax filings. • Maintain detailed schedules of project development and growing costs. • Classify expenditures correctly (capital vs. operating). • Link CAPEX tracking to fixed asset records for depreciation readiness. • Prepare variance analysis (budget vs. actual vs. forecast) with bilingual commentary. • Liaise with external tax advisors when needed. • Build audit-ready files for CAPEX documentation. • Ensure compliance with accounting policies and IFRS.
<p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees • Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes

- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
- Be unaffected by alcohol or drugs
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.
- **Insert additional requirements, if applicable, as per appendix**

Food Safety and Quality

- Supporting and complying with all of Costa's food safety and quality related policies and procedures, as amended from time to time
- Demonstrating good personal hygiene practices and use of personal protective equipment
- Handling all produce, using and maintaining all equipment, in a manner that does not compromise food safety & quality
- Immediately reporting, in line with your area of responsibility, any food safety and quality hazards, incidents or near misses to your supervisor or manager
- Leading by example, your behaviour and decisions make the difference, ask for clarification if you are not sure
- **Insert additional requirements, if applicable, as per appendix**

Company Values

- Responsible for ensuring that your work practices are consistent with company principles
- Ensure that behaviours outlined in Costa Group vision and values are fostered and practiced

3. Key Challenges:

- **Managing high CAPEX volume during rapid project development and growing phases.**
- **Ensuring accurate classification and tax treatment of project expenditures.**
- **Coordinating with multiple departments to reconcile project costs and approvals.**

4. Candidate Requirements:

(a) Core Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

(b) Education, Qualifications, Training:

- University degree in Commerce, Accounting, or Banking & Finance.
- Lao CPA is considered an advantage

(c) Experience, Skills and Knowledge:

- Minimum 5 years in Finance/Accounting, with at least 3 years in project or CAPEX-focused roles.
- Experience working with auditors or having served as an auditor is preferred.
- Proficiency in English and financial systems and tools.
- Strong cost tracking, variance analysis, and financial reporting. Familiarity with Lao tax regulations is a plus but not mandatory.
- Familiarity with Lao tax regulations is beneficial for this role.

(d) Core Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

5. Other Relevant Information:

- Support SAP implementation and help establish scalable accounting processes for future growth.
- Travel Requirement – Occasional travel to farm sites in Pakse/Pakxong for project verification and coordination with operations.

Appendix

**Insert specific components in the Key Accountabilities and Responsibilities as applicable.
Delete this page before forwarding to incumbent.**

Workplace Health and Safety

<p>All Managers</p>	<ul style="list-style-type: none"> • Demonstrate leadership and commitment, while being accountable for workplace health and safety performance • Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes. • Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets.
<p>Site Managers</p>	<ul style="list-style-type: none"> • Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees. • Demonstrate leadership and commitment, while being accountable for the workplace health and safety performance of the site(s) • Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes. • Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets.
<p>Operations Department Managers</p>	<ul style="list-style-type: none"> • Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees. • Demonstrate leadership and commitment, while being accountable for the workplace health and safety performance of the department. • Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes within the department. • Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets within the department.
<p>Managers/Co-ordinators/Supervisors/Crew Leaders</p>	<ul style="list-style-type: none"> • Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees. • Demonstrate leadership and commitment, while being accountable for the workplace health and safety performance of your area of responsibility • Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls

	<p>and monitoring and evaluation of processes within your area of responsibility.</p> <ul style="list-style-type: none"> • Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets, within your area of responsibility.
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Food Safety and Quality

<p><i>Supervisors and team leaders (of frontline staff), operations and sales, supply support personnel, quality control personnel, field reps and grower liaison officers</i></p>	<ul style="list-style-type: none"> • Demonstrating leadership and commitment, while being accountable for the food safety and quality performance within your area of responsibility • Demonstrating commitment to, and supporting food safety and quality initiatives and projects • Actively promoting solutions to eliminate or minimise food safety and quality risks within your area of responsibility. • Immediately actioning, in line with your area of responsibility, and communicating any food safety and quality hazards, incidents or near misses to your site Food Safety and Quality (QA) Manager • Actively engaging with Site QA Manager to keep abreast of food safety and quality requirements and changes, thereof within your area of responsibility • Working with your team members to assess, identify, provide or report training needs in the areas of food safety and quality
<p><i>QA Coordinators</i></p>	<ul style="list-style-type: none"> • Enhancing and supporting the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System within your area of responsibility. • Actively engaging with Site QA Manager to keep abreast of food safety and quality requirements and changes thereof within your area of responsibility • Supporting the development and execution of site/regional Food Safety and Quality strategies and initiatives. • Deputise for site QA manager where required • Implementing national and BU Food Safety and Quality strategies and initiatives. • Supporting the Food Safety and Quality training program • Immediately actioning, in line with your area of responsibility, and communicating any food safety and quality hazards, incidents or near misses to your site Food Safety and Quality (QA) Manager • Actively participating in the investigation and corrective actions for food safety and quality incidents and near misses at site level • Actively participate in determining all practicable steps to eliminate or minimise food safety and quality risks as required in changing situations • Providing accurate reports on designated KPI's related to Food Safety and Quality

<p>Site QA Managers</p>	<ul style="list-style-type: none"> • Enhancing and managing the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System within your area of responsibility. • Leading the development and execution of site/regional Food Safety and Quality strategies and initiatives. • Executing national and BU Food Safety and Quality strategies and initiatives. • Facilitating and executing the Food Safety and Quality training of stakeholders in the site/region and developing site specific food safety and quality training where required • Ensuring food safety and quality incidents and near misses at site level are documented, investigated, and communicated to the National BU Food Safety & Quality Manager, and corrective actions are implemented. • Providing support and guidance on all practicable steps to minimise food safety and quality risks as required in changing situations • Providing accurate reports on designated KPI's related to Food Safety and Quality
<p>National BU FS&Q Managers</p>	<ul style="list-style-type: none"> • Leading the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System within your area of responsibility. • Demonstrating commitment to, leading and actively participating in the Costa national, business unit and site food safety & quality strategies and initiatives. • Supporting site food safety and quality personnel with the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System • Facilitating the investigation and implementation of corrective and preventative actions in relation to food safety and quality incidents and near misses in the business unit and communicating relevant Food Safety and Quality hazards, incidents and near misses to Costa group stakeholders • Providing support and guidance on all practicable steps to eliminate or control food safety and quality hazards, or minimise food safety and quality risks as required during business as usual and changing situations and risk profiles • Providing accurate reports on designated KPI's related to Food Safety and Quality
<p>Managers: State, Regional, Site, Operations and Functional Managers</p>	<ul style="list-style-type: none"> • Demonstrate leadership and commitment, while being accountable for the food safety and quality performance of your area of responsibility • Supporting and providing the resources necessary to meet food safety and quality standards and requirements • Ensuring all practicable steps are taken to eliminate or control food safety and quality hazards • Demonstrating commitment to the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System • Supporting solutions that eliminate or minimise food safety and quality risks as required during business as usual and changing situations and risk profiles • Demonstrating commitment to, and supporting national, business unit and site food safety and quality initiatives and projects

**Executive,
General
Managers**

- Demonstrating leadership and commitment to food safety & quality, while being accountable for the food safety and quality performance of the business unit(s)
- Demonstrating commitment to the effective implementation, regular review and continuous improvement of Costa's Food Safety and Quality Management System
- Demonstrating commitment and supporting national, business unit and site food safety and quality initiatives and projects
- Supporting and providing the resources necessary to meet food safety and quality standards and requirements