



JOB DESCRIPTION

Job Title:	Finance Officer
Division/Office:	Administration Division
Salary Level:	M-11
Date of Verification (If any):	October 2022

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organization serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRC values

- [Integrity](#)
- [Transparency](#)
- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

2. JOB SUMMARY/JOB STATEMENT

Under the direct supervision of the Administration Division Director and under the technical guidance of the Chief Finance Officer, the Finance Officer ensures that financial information is processed in line with technical MRCS FMIS requirements including monitoring activities and outputs budgets and the Basket Fund. He/she ensures that MRCS complies with financial and administrative requirements outlined in the financing agreements of MRC Development Partners

and with the FMIS. The incumbent also maintains the FMIS (Dynamics NAV) financial software, both for optimal technical performance and for production of adequate output.

3. MAIN TASKS AND RESPONSIBILITIES

Under the overall supervision of the Division Director and under the technical guidance of the Chief Finance Officer, the incumbent is required to perform the following functions:

ACCOUNTING

- Ensures smooth financial operation of all Basket Fund projects and Earmarked Projects;
- Assists with any historical data migration to the FMIS accrual accounting method.
- Ensures that all financial information is processed according to MRC regulations and FMIS features;
- Reviews monthly payroll vouchers and records to ensure that the payroll transactions are recorded to correct accounts and dimensions and that the project charge entries are consistent with General Ledger;
- Reviews all vouchers initiated by OSP-based finance staff to ensure that the transactions are recorded to correct accounts, projects and that the project charge entries are consistent with General Ledger before submission to the Division Director through the Chief Finance Officer for clearance.
- Ensures staff enforce the valid MRC policies, especially in respect of necessary supporting documents for payments;
- Ensures that accounting methods, procedures and information systems are adequate to meet internal and external requirements, promptly discuss with the Chief Finance Officer and recommend to the Division Director any improvement required;
- Performs month-end and year-end closings, including reconciliation and review of the correctness of the data;
- Be focal point in OSP for the preparation and during the implementation of the annual external audit & other financial or compliance audits required by the MRC Member Countries and Development Partners.

BANKING

- Liaises with the MRC banking network on all banking related matters;
- Reconciles and adjusts the bank accounts with the funds balances on a quarterly basis;

BUDGET & FINANCE MANAGEMENT

- Be delegated to commit funds under the operational budget for OSP within the limits as specified in the internal procedures related to administrative and management actions of the OSP and the OSV;
- Assists the Chief Finance Officer in monitoring the Basket Fund & other related projects;
- Be responsible for the financial closing of projects;
- Performs cost analysis and investigations as required by the Chief Finance Officer;
- In coordination with the Financial Analyst/Internal Auditor, co-ordinates, analyses and updates all financial information for development partner funded activities, member country funded activities, and in cooperation with relevant project officers as and when required;

- Reviews and analyses the effectiveness of reports and makes recommendation if necessary;
- Ensures that Member Countries and Development Partners and MRCS management receive appropriate financial reporting on a timely basis.

COACHING

- Trains Finance, Procurement, and Personnel staff based in OSP on the FMIS system, and trains project staff on financial management and use of FMIS Reports;
- Conducts orientation to new OSP- based staff on MRC financial system (FMIS) and other related administrative procedures;
- Provides coaching, evaluates, develops OSP-based finance assistants' capacity skills and reviews their work;
- Advises MRC programmes on budgetary and other finance related issues.

DEPARTMENTAL

- Maintain the FMIS for optimal technical performance;
- Customizes and maintains adequate accountancy reports and ad hoc reporting requests;
- Provides support for the Financial Analyst/Internal Auditor in OSV when he/she is absent;
- Performs ad hoc duties as assigned by the Division Director.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The job holder supports the Director in overseeing the work of the finance assistants in OSP.
- b) **Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) **Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d) **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	University degree (Bachelor or higher) in Finance, Accounting and/or Business Administration, or equivalent combination of education, training and experience. A master degree is desirable.
Additional Certificates:	<ul style="list-style-type: none"> <input type="checkbox"/> TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.
Experience:	<ul style="list-style-type: none"> <input type="checkbox"/> 7 years finance and accounting experience, including: <input type="checkbox"/> Experience in multi-projects financial management; <input type="checkbox"/> Experience of rules and regulations of non-profit organizations;

	<input type="checkbox"/> Experience in financial planning, financial reporting and analysis; <input type="checkbox"/> Good knowledge of accounting software is essential. Knowledge Microsoft Dynamics NAV is an advantage; <input type="checkbox"/> Ability to prepare and conduct training of accounting and financial processes
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6. COMPETENCIES

7. Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge of Accounting and Financial Management Best Practices	1
Comfortable with Enterprise Accounting Software, Microsoft preferred	1
Excellent knowledge of written and spoken English	1
Comfortable with team software to manage schedules and tasks	1

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Accurate and timely management of data using financial software	1
Ability to coordinate team efforts regarding financial management	1
Compliance to organizational policy and procedure	1
Ability to meet milestones and mitigate constraints	1

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Adaptability	1
Patience	1
Analytic and organizational capacity	1
Honesty	1

8. REMUNERATION

The remuneration package, subject to change, includes:

Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with **US\$ 33,440** with a living cost of 5% of the base salary;
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.

Benefits:

- The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
- Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
- Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an

eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;

- Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.

9. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)