



Mekong River Commission

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TERM OF REFERENCE

1. Consultancy Summary:

Consultancy Title:	Administrative Assistant to Finance team
Consultancy type:	Service Contract
Duration (# of days/months/from month to month):	12 months (August 2019 – August 2020)
Division/OC:	Administration Division
Working station:	MRC Secretariat, Lao PDR

2. General background:

2.1. Background and objective/s of the consultancy

Background: The Mekong River Commission is in transition to a more efficient and effective river basin organization serving its four Member Countries i.e. Cambodia, Lao PDR, Thailand and Vietnam.

The organization has gone through a big change in staffing, scaling down from nearly 200 staff to a smaller team of 64 riparian staff from four Member Countries (MCs). The Administration Division is the Division that is in charge of all administrative work of the organization, including, but not limited to the organization of all Governance meetings, human resource planning, management and development, financial management, staff travel and visa arrangement, transportation arrangement, office renovation and maintenance work, fix assets monitoring and registration, procurement of services and products, security and landscaping, documentation and filing, registry, reception and other cross-cutting support to all MRCS' Divisions, Office of the CEO and related work with the MCs.

Objectives of the consultancy: This consultancy is to provide support to finance team at the Administration Division administrative services to complete assigned administrative work with high quality and timely delivery. The Administrative Assistant will also assist the CFO as well as have general administration duties for the finance and procurement team.

The rationale for the consultancy: The current work load of the finance team to support other Divisions are still very high. In addition, MRCS has received a new grant fund from EU, hence, that assistant is support the finance team in management of the fund.

2.2. Expected final product: Expected deliverables are detailed in 3

3. Required deliverables, timelines and responsibilities

3.1. Deliverables and concrete timelines: As these are routine work on a monthly basis, the time allocated will not be possible to quantify into number of days for each work. However, the consultant is required to keep a record of time to quantify in the documented work flows.

Deliverables and expected quality/quantity	Expected time investment (in hours, days or months)	Deadline
<ul style="list-style-type: none"> • Register incoming of request for payments, requirements, clearances into Finance excel file and distribute bank instructions to the responsible person in a timely manner when got all of approval • Check up the bank instruction issued by Finance Assistance and record in data base for reference • Create Travel Authorization documentation for finance staff members. Consultants and NMCs delegates. • Related work-flows are documented monthly for improvement of work service. This is done through monthly report of the work done. • Other tasks requested by the CFO and Director of Administration 	Up on request	Depend on what task

3.2. Required tasks and responsibilities:

a. Check-up the completed document for before sent to finance assistant to create transaction

Under Cash / TA Advance process

- TAs checked all the calculating of expenses and supporting documents on clearance cash advances.
- Check received and Calculate taxi claims on travel expenses claims.
- Check monthly payment for air ticket from TRANS-EXPRESS CO. LTD

Under payment direct process

Verify the bill under requests for payments for Water supply; Electricity supply; Garbage collection service; Drinking water; Security service; Vehicle fuel. made monthly

Under SSA/SA/PO payment process

Check contract that come with complete document and correct budget same as in contract. Follow up the document in case it not corrects.

- b. Make sure than all the payment requires come with the completed and correct document support.
- c. Assist in the preparation and processing of documents for activities of finance unit, including typing, formatting and editing of correspondences, packaging and disseminating of correspondences and reports
- d. Maintain and update donor-related documents and records;
- e. Maintain the filing system, both hard copies and electronic files, of Finance unit vouchers and documents ensuring appropriate system for retrieving;
- f. Update contact list of relevant contact persons, organisations and stakeholders for the use of the Finance Unit;
- g. Perform any other duties related to the post as required by Chief of Finance Officer.
- h. Maintain stock of office supplies and stationeries, and responsible for maintenance of office equipment of finance unit. Created purchase order to support the finance office supply
- i. Assist and support the finance officers/analyst to perform month-end, year-end accounts closure, annual audit preparation and any external audits; when required
- j. Record in/out of documents sign by CFO

- k. Book flight and prepare TA for Finance team and Finance's consultant's
- l. Prepare PR and request for payments, reimbursements related to Finance.
- m. Perform other duties related to post as required by supervisor.
- n. Responsible on send all the document (DVs, JVs, RCs and memos) to get the approval by sign the signature and
Bring DVs, JVs, RCs and document to CFO, Directors and CEO to get signatures or approval and follow up when they are urgent.

3.3. Knowledge and skills transfer tasks

The Consultant is to document the work flow for the followings:

- Finance and accounting process arrangement steps A-Z
- Register incoming of request for payments report
- Finance document checklists
- Office supply stock report
- Travel Authorization and Purchase Request for support staff in finance team
- Other work flows as requested, related to the assigned work.

4. Working Arrangement:

4.1. Director supervisor: Chief Finance Officer

4.2. Communication line: Finance Officer/Analyst

5. Payment mode: Pay per month

6. Qualifications and Requirements:

- Bachelor's degree in accounting or business administration or public administration
- 1 year work experience in similar fields
- Experience with accounting software
- Experienced working with donor and government agencies funded projects
- Willing to work in a team and also be a good team player and friendly
- Good English skills both written and speaking
- Skilled in Microsoft Office Words and Excel

7. Intellectual property rights:

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that are without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

8. Signature Block

Somsanith Ninthavong
Chief Financial Officer
Date:

Consultant names and signature
Date: