



# Mekong River Commission

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## TERM OF REFERENCE

(updated 15 Nov 19)

### 1. Consultancy Summary:

Consultancy Title:	<b>Financial Accountant</b>
Consultancy type:	<b>Service Contract</b>
Duration (# of days/months/from month to month):	<b>12 months (2 Jan 2020 to 31 Dec 2020)</b>
Division/OC:	<b>Administration Division</b>
Working station:	<b>MRC Secretariat, Lao PDR</b>

### 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.

MRCS operational manuals are being improved, including administrative manual, procurement manual and fix-assets management, human resource and financial management manuals are being revised, and systems are being considered to be installed to increase efficiency and transparency. All systems are expected to be advanced, once the manuals are approved by the MCs and investments are made to the improvement of the current operational systems of the MRCS.

MRCS administrative staff in the meantime, still work with the current administrative systems to keep the office running. Some of the works have been improved with Office 365 apps application as a trial period, and plans for further use of these apps (Flows, Forms, Teams, Planners) are to be more and more for administrative work processing, however, this needs intensive inputs from the IT and HR team to work together to make it happen, hopefully in the second half of 2019. In order to

**Objectives of the consultancy:** This consultancy is to provide support to the finance team of the Administration Division in order to better financial management of the Basket and Earmarked funded.

**The rationale for the consultancy:** The consultants is required due to the funding modality of the European Union and the aim to improve the financial management system of the MRC. Furthermore, this is also to support the finance team in handling the current workload and management of the day to day financial transactions.

2.2. Expected final product: Expected deliverables are detailed in section 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 workflows.

Under the supervision of the CFO and of the Director of Administration, the accountant will have the following responsibilities and will provide the following deliverables but not limited to:

Deliverables and expected quality/quantity	Expected time investment (in hours, days or months)	Deadline
<ul style="list-style-type: none"> <li>• Work in close collaboration with the Administration, Finance team to oversee the establishment and proper maintenance of the finance and accounts in accordance with MRC and donor’s financial rules and procedures;</li> <li>• Support the Finance Team in budget monitoring and revision;</li> <li>• Contribute to annual and periodic budget plans;</li> <li>• Daily maintain the finances journal (Cash and Bank books);</li> <li>• Receive invoices and check that all supporting documentations are provided;</li> <li>• Prepare, implement and review the funding of the budget and actual annual cash flows and ensure adequate follow up;</li> <li>• Maintain financial transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;</li> <li>• Operate banking transactions related to the EU fund, Basket Fund and Earmarked Fund, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;</li> <li>• Reconcile all balance sheet accounts and maintain records on file;</li> <li>• Prepare periodic statement of expenditure reports and fund replenishment requests, carefully checking and inspecting all supporting documents;</li> <li>• Contribute to the use and maintenance of the accounting information system;</li> <li>• Contribute to the preparation of external and internal financial audits and financial reports;</li> <li>• Monitor and ensure expenditure of funding is made in accordance with Donor’s procedures;</li> <li>• Ensure that documentation relating to payments are duly approved;</li> </ul>	full time monthly	Depend on each task. Financial report to be produced on a monthly basis.

<ul style="list-style-type: none"> <li>• Report any actual or potential financial issues to the CFO and the Director of Administration, and where relevant to the OCEO;</li> <li>• Continuously improve systems &amp; procedures to enhance internal controls to satisfy audit Requirements;</li> <li>• Maintain an inventory file to support purchases of all equipment/assets;</li> <li>• Assist the CFO and the Director of Administration on demand.</li> </ul>		
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3.2. Required tasks and responsibilities:

- Work closely with the finance team members in processing day to day financial transactions, maintaining the accounting system and timely produce financial reports.
- To proactively learn the work procedures of the assigned tasks and to initiate the work by him or herself with high level of autonomy to achieve work results.
- Exercise the due diligent and support the CFO in improving the financial system of the MRC.
- Be part of the finance team and supporting each other in facilitate all divisions.

3.3. Knowledge and skills transfer tasks

The Consultant is to document the workflow for the followings:

- Processing financial transaction steps, A-Z
- Cash advance processing steps A-Z
- Cash advance clearance checklists
- Reporting templates.

**4. Working Arrangement:**

4.1. Director supervisor: Division Director and Chief Financial Officer

4.2. Communication line: Finance team and OCEO (EU Coordinator)

**5. Payment mode: Pay per month**

**6. Qualifications and Requirements:**

- Minimum Bachelor's degree in accounting, finance or a related field;
- Advance degree in the field and member of CPA, ACCA, IPA or equivalent will be highly desirable.
- Minimum of five (5) years of professional experience in accounting work;
- Solid experience budgeting, planning and reporting;
- Good knowledge of administrative and accounting regulation and procedures;
- Experience in financial management of EU grant or projects.
- Experience in ERP (Enterprise Resource Planning) and well-known accounting software
- Ability to prioritize work, multi-task and meet deadlines;
- Flexibility, responsibility, integrity, teamwork, self-motivated, preparedness to work off-time;
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software;
- Ability to perform effectively under high pressure, hardship conditions and long working hours.
- Excellent working level of English language in both writing and speaking.

**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: