



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chak Angre Krom,
P.O. Box 623, Phnom Penh, Cambodia
Tel. (855-23) 425 353. Fax (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),
Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

TERMS OF REFERENCE

Updated: November 2015

Post title: Financial Analyst/Internal Auditor
Division: Finance and Administration Section (FAS)
Duration: 6 Months Service contract starting from 1 January – 30 June 2016
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Chief of Finance and Administration Section

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 Mekong Agreement between the governments of Cambodia, Laos, Thailand and Vietnam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin. The mission of the MRC is to promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being.

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

From 1 July 2010, the Secretariat started to implement the co-hosted location mechanism under which there will be two offices: one in Vientiane (OSV) and one in Phnom Penh (OSP).

2. FINANCE AND ADMINISTRATION SECTION

Its role is to provide the secretariat and operational programmes with modern and highly efficient financial, administrative, personnel, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities.

FINANCE UNIT

An efficient and proactive unit securing sound financial management in MRC, and providing high quality, accurate, available and timely financial information and services towards the Management, the Programme and the Donors of MRC.

3. JOB SUMMARY

Under the direct supervision of the Chief of Finance and Administration Section, the incumbent is responsible for the budget management, financial planning and internal control matters of the MRC. The incumbent ensures that the budget, financial and internal control procedures, policies and practices are complied at the MRC. The incumbent also assists maintaining and developing the Solomon accountancy software, both for optimal technical performance and for production of adequate output.

4. KEY TASKS

The incumbent performs the following tasks:

Audit:

- Prepare quarterly/annual internal audit plans and execute projects in accordance with the plans to ensure that audit work is completed and documented in accordance with required standards; The audit work should cover both OSP and OSV to ensure that financial transactions are properly recorded and followed the MRC financial and admin manuals and internal procedures related to administrative and management actions of the OSP and the OSV
- Write audit reports/ detailed internal control recommendations that include practical and value added recommendations to improve financial risk management practices;
- Perform follow-up activities of reported audit issues to ensure that recommended actions are taken within the agreed deadline which also include corrective actions recommended by external auditors;
- Take lead in the preparation and during the implementation of the annual external audit;
- Take lead in any financial or compliance audit required by development partners;
- Implement ad hoc internal audits as and when required;

Cash flow & financial planning:

- Monitor MRC cash flow and take appropriate and timely action to replenish donor funds and other contributions including cash for OSP monthly operation.
- Co-ordinate, analyse and update all financial information for donor funded activities in cooperation with relevant project officers
- In coordination with all programmes, prepare consolidated bi-annual financial plan reports for the whole MRCS;

Coaching:

- Coach and assist finance assistants and review their work at the OSV;
- Conduct orientation to new OSV based staff on financial system (Solomon) and Finance and Administrative procedures.

- Advise MRCS programme officers on budgetary and other finance related issues;

Others:

- Perform cost analysis and investigation as required by the Chief FAS;
- Review and report on the accuracy, timeliness and relevance of financial and other information that is provided for management;
- Regularly update the Financial manual;
- Perform other duties related to post as required by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The position supervises and oversees work of finance staffs at OSV and is responsible for their outputs, on the job training and performance evaluation.
- (b) **Level of autonomy:** Decision making is recommendatory, except for those made clearly in line with MRC policies and procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- (c) **Level of problem solving required:** The problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, within and outside the organization, and extensive written communications are required.

6. COMPETENCE REQUIREMENTS

Core Values: Integrity, Professionalism and Respect for Diversity.

Core Competencies: Communication, Teamwork, Planning & Organising, Reliability and Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, Technological Awareness and Result Oriented.

Managerial Competencies: Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- University degree in Finance, Accounting, Auditing, Statistics and/or Business Administration, or equivalent combination of education, training and experience. Advanced degree desirable;
- At least seven years progressive experience in accounting, auditing or financial work, including computerised financial accounting systems, with proven track record in management, preferably in international organisations;
- Experience in multi-projects financial management;
- Computer literate, good knowledge of accountancy software is essential (knowledge of SOLOMON is an advantage);
- Ability to prepare and conduct training on internal control and financial processes

- Ability to work under pressure and meet deadlines;

8. CONDITION OF PAYMENT

- A Service Contract will be offered to this position. Monthly salary will be paid based on submission of a time sheet, which will be approved by the supervisor.
- Last month payment will be made to the consultant upon submission of the evaluation form certified by Chief of FAS.
- Travel and subsistence costs will be reimbursed following submission of receipts/boarding passes etc. and subsistence paid based on normal MRC rules.

9. SIGNATURES

Job Holder: _____ Date: _____

Chief of FAS: _____ Date: _____