



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

Terms of Reference

Job Title	Finance Assistant (1 year service contract)
Division	Administration Division
Wage Category	
Report to	Financial Analyst
Job Code	
Date of verification	May 2017
Duty Station	Office of the Secretariat in Vientiane, Lao PDR

The Mekong River Commission

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 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 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 Organisation 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

MRCS values

Integrity

Transparency

Mutual respect

Professionalism

Accountability

Results orientation

1. Job Summary / Job Statement

The Jobholder assists in the overall functioning of the Finance unit, including maintenance of petty cash box, cash at bank and bank balances, and registering/filing of finance unit correspondences and documents.

2. Main tasks and responsibilities

Under the management direction of the Division Director and direct technical guidance of the Chief Finance Officer and the Financial Analyst, the incumbent performs the following duties:

Funds management

- Regularly check incoming funds to all MRC bank accounts and prepare the receipt vouchers and fund receipt acknowledge letter in a timely manner;
- Follow up with the MRC bank to get all bank account statements and prepare reconciliations **for DPs' accounts** timely on a monthly basis, and initiate the adjustment transactions as needed;
- Follow up with the MRC bank to get monthly statements of MRC credit cards and ensure timely and proper repayment of credits to the bank and record of expenditure to the MRC financial system;
- Assist the finance officers/analyst to perform month-end and year-end accounts closure when required
- Support the finance officers/analyst with the annual audit preparation and any external audits;

Cashier:

- Be responsible for maintaining of a petty cash box of USD 1,000. Reconcile petty cash regularly to ensure proper handling of petty cash and in-time replenishment of the petty cash;
- Contact payees for collection of petty cash and checks issued by the Finance Unit. Maintain log books for both petty cash and checks;
- Receive cash deposits of less than USD100, prepare receipt vouchers, and make deposits into the bank according to the established procedures;
- Receive and handle in a separate log book all personal expenses payments from staff who use MRC utilities (telephone, fax, courier) for personal purposes; deposit to the bank when finishing collection of one month and record to the **FMIS**;
- Provide support to the other team members and answer finance related queries as and when required;

Administrative:

- Update the MRC official exchange rates and inform staff on a regular basis.
- Register incoming finance and procurement correspondences, memos, purchase requisitions, invoices and request for payments, and distribute to the responsible person in a timely manner;
- Assist in the preparation and processing of documents for activities of finance and procurement units, including typing, formatting and editing of correspondences,

- following up signatures of contracts, packaging and disseminating of correspondences and reports;
- Maintain and update donor-related documents and records;
 - Maintain the finance and procurement filing systems, both hard copies and electronic files, such as contracts, vouchers and documents ensuring appropriate system for retrieving;
 - Maintain stock of office supplies and stationeries, and responsible for maintenance of office equipment of finance unit
 - Update contact list of relevant contact persons, organisations and stakeholders for the use of the Finance Unit;
 - Perform any other duties related to the post as required by the Director.

3. Scope of Authority

- a. **Supervision requirements:** The incumbent does not supervise any staff.
- b. **Level of autonomy:** Decision making follows defined procedures. The position is responsible for petty cash box of OSV.
- c. **Level of problem solving required:** Problem solving is often based on pre-determined methods.
- d. **Level and type of communications required:** Communication requirements are limited to the organisation and preparation of simple written documents is required.

4. Qualification requirements

Certificate	Bachelor degree in Accounting, Business Management or related course, or equivalent combination of education, training and work experience.
Additional certificates	
Experience	<ul style="list-style-type: none"> • At least two years of work experience in accounting, financial and administrative work, preferably in an international organisation. Exposure to banking transactions is an advantage. • Experience in handling petty cash and bank reconciliations.

5. Competencies

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Computer literate, good knowledge of computerized accounting software	2
Basic bookkeeping theories and practices	2

Skills	Level (1-3) 1 = Required 2 = Desirable
---------------	--

	3 = Optional
Excellent command of spoken and written English	2
Strong interpersonal skills and team work	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Commitment to continuous learning	2
Honest, accurate, systematic, proactive and committed to timeframe	2
Ability to work and cooperate in an international environment	2