



# *Mekong River Commission*

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## **JOB DESCRIPTION**

Job Title	<b>Finance Officer</b>
Division	Administration Division
Wage Category	M-11
Report to	Director
Job Code	Job No. RP009.A/O
Date of verification (JD)	April 2018
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 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**

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.

### **2. 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 originated from OSP 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.

### **3. 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.

#### 4. 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"> <li>• 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.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 7 years finance and accounting experience, including:</li> <li>• Experience in multi-projects financial management;</li> <li>• Experience of rules and regulations of non-profit organizations;</li> <li>• Experience in financial planning, financial reporting and analysis;</li> <li>• Good knowledge of accounting software is essential. Knowledge Microsoft Dynamics NAV is an advantage;</li> <li>• Ability to prepare and conduct training of accounting and financial processes.</li> </ul>

#### 5. Competencies

<b>Knowledge</b>	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

<b>Skills</b>	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

<b>Attitudes</b>	Level (1-3) 1 = Required

	2 = Desirable 3 = Optional
Adaptability	1
Patience	1
Analytic and organizational capacity	1
Honesty	1

**6. Remuneration**

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Cambodia authorities, starting at US\$ 33,440 (M-11, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

Non-resident staff members receive an additional (i) 7% of basic salary for Post Adjustment allowance; (ii) 7% of basic salary for Hardship allowance; (iii) Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annual; (iv) Education Grant of 75% of max. expense of US\$ 13,000; (v) Travel cost and Shipment expenses on assignment and upon separation; (vi) other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

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

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

**7. Remarks**

- The Job Description is subject to revisions by the MRC.

**8. SIGNATURES**

Job Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_