



# Mekong River Commission

For Sustainable Development

## TERMS OF REFERENCE

### 1. CONSULTANCY SUMMARY

<b>Title</b>	<b>Assistant to Finance and Procurement</b>
<b>Consultancy/Staff Type</b>	<b>Service Contract (SC)</b>
<b>Division</b>	<b>Administration Division (AD)</b>
<b>Duration</b>	<b>12 months</b> <b>February 2021 to January 2022</b>
<b>Duty Station</b>	<b>MRC Secretariat, Vientiane, Lao PDR</b>
<b>Reporting to</b>	<b>Chief Finance Officer</b>
<b>Expected Deliverables</b>	<b>Monthly</b>

### 2. INTRODUCTION AND BACKGROUND

#### **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.

### 3. OBJECTIVES OF THE CONSULTANCY

The Assistant position is required to support the Finance Team in various finance and accounting tasks and provide more efficient support to all divisions in order to meet the administrative needs of the MRCS. The service of the Assistant must provide a good response to other divisions on processing their request and support their activities in a timely manner. The Assistant position is required a person who is motivated and interested in learning. The person in this position will assist in the overall functioning of the Finance unit, including

maintenance of cash at bank and bank balances, and registering, filing of financial correspondences and documents.

#### **4. EXPECTED RESULTS**

##### **Finance and Accounting**

- All incoming correspondence, invoices, requests for payments, cash advances, clearance of cash advances, and other reimbursements are registered and distributed them to the responsible person on time. (including the register of in and out of documents signed by Chief Finance Officer.)
- All payment transactions and other documents (DVs, JVs, RCs, letters, and memos) are submitted to the management for signature.
- The monthly bank charges, bank interests, and bank reconciliations are recorded and report to Finance team.
- All payment documents including TA, TA claims, PO for office supply/ equipment, and other logistics are prepared for the Finance team, Procurement Team and consultants under the Finance and Procurement Unit.
- The contact list of relevant contact persons, organizations, stakeholders, donor-related documents are recored and updated

##### **Cashier**

- The communication with banks in general, regarding bank statements, bank advice, credit cards, E- banking are manaitnaed to ensure that payments have been transferred to consultants, staff, and other MRC suppliers in due time.
- The division staff, consultants, and other suppliers are informed to collect cheques issued by the Finance Team.

##### **Admin**

- The correspondence ( including typing, formatting, and editing correspondent letters) are prepared, followed up for signatures and distributing correspondence and reports to relevant receivers.
- All finance and procurement filing systems ( both hard copies and electronic files) are managed in an appropriate system for retrieving (such as contracts, vouchers, and documents)
- All personal expenses and payments by staff who use MRC utilities (telephone, fax, courier) are followed up.

##### **Ad Hoc Work**

- The Finance Analyst are supported in performing month-end, year-end accounts closures, and annual audit preparations for internal and external audits.
- The Finance Team are support in responding to any finance-related queries, as and when required.
- The other duties related to the post as required by the Supervisor and the Division Director.

**5. DELIVERABLES AND CONCRETE TIMELINES**

These tasks under the Assistant are routine work on a monthly basis. Under the management direction of the Division Director and direct technical guidance of the Chief Finance Officer, the Finance Analyst and the Finance officer, the incumbent performs the following duties:

<b>Deliverables and Expected Quality</b>	<b>Expected time investment (in hours, days or months)</b>	<b>Deadline</b>
<p><b>Finance and Accounting</b></p> <ul style="list-style-type: none"> <li>▪ All incoming correspondence, invoices, requests for payments, cash advances, clearance of cash advances, and other reimbursements are registered and distributed them to the responsible person on time. (including the register of in and out of documents signed by Chief Finance Officer.)</li> <li>▪ All payment transactions and other documents (DVs, JVs, RCs, letters, and memos) are submitted to the management for signature.</li> <li>▪ The monthly bank charges, bank interests, and bank reconciliations are recorded and report to Finance team.</li> <li>▪ All payment documents including TA, TA claims, PO for office supply/ equipment, and other logistics are prepared for the Finance team, Procurement Team and consultants under the Finance and Procurement Unit.</li> <li>▪ The contact list of relevant contact persons, organizations, stakeholders, donor-related documents are recored and updated</li> </ul> <p><b>Cashier</b></p> <ul style="list-style-type: none"> <li>▪ The communication with banks in general, regarding bank statements, bank advice, credit cards, E- banking are manaitnaed to ensure that payments have been transferred to consultants, staff, and other MRC suppliers in due time.</li> <li>▪ The division staff, consultants, and other suppliers are informed to collect cheques issued by the Finance Team.</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>▪ The correspondence ( including typing, formatting, and editing correspondent letters) are prepared, followed up for signatures and distributing correspondence and reports to relevant receivers.</li> <li>▪ All finance and procurement filing systems ( both hard copies and electronic files) are managed in an appropriate system for retrieving (such as contracts, vouchers, and documents)</li> </ul>	<p>Upon request</p> <p>(Monthly basis)</p>	<p>Depend on tasks</p> <p>(Monthly basis)</p>

<ul style="list-style-type: none"> <li>▪ All personal expenses and payments by staff who use MRC utilities (telephone, fax, courier) are followed up.</li> </ul> <p><b>Ad Hoc Work</b></p> <ul style="list-style-type: none"> <li>▪ The Finance Analyst are supported in performing month-end, year-end accounts closures, and annual audit preparations for internal and external audits.</li> <li>▪ The Finance Team are support in responding to any finance-related queries, as and when required.</li> <li>▪ The other duties related to the post as required by the Supervisor and the Division Director.</li> </ul>		
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## 6. REQUIRED TASKS AND RESPONSIBILITIES

- Routine Register incoming finance documents including request for payments, cash advances, clearance of cash advances, and other reimbursements.
- Follow up all payment transactions and other documents (DVs, JVs, RCs, letters, and memos) submitted to the management for signature.
- Prepare requests for payment documents including TA, TA claims, PO for office supply/ equipment, and other logistics for the Finance team, Procurement Team and consultants under the Finance and Procurement Unit.
- Follow up and communicate with banks in general, regarding bank statements, bank advice, credit cards, E- banking to ensure that payments have been transferred to consultants, staff, and other MRC suppliers in due time.
- Manage finance and procurement filing systems, both hard copies and electronic files, such as contracts, vouchers, and documents, thus ensuring an appropriate system for retrieving.
- Work closely with the finance team members to process day-to-day financial transactions and maintain the accounting system.
- Ensure all payment transactions are made according to MRCS procedures and regulations.
- Learn proactively and swiftly work procedures of assigned tasks and initiate required duties with a high level of autonomy to achieving tangible results.
- Exercise due diligence in ensuring and supporting the CFO and simultaneously improve the financial system of the MRC.
- Support the finance team and facilitate other MRCS divisions.

## 7. PAYMENT MODALITY

Note: Consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempted agency for the work done for the MRC. Consultant, in case mission is required, will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.

- Monthly payment

## 8. 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.

**9. WORKING ARRANGEMENT**

**Reporting Line:** Chief Finance Officer  
**Communication Line:** Finance Officer and Finance Analyst  
**Work station:** Office of the Secretariat in Vientiane, Lao PDR

**10. QUALIFICATIONS AND REQUIREMENTS**

- Must have the Bachelor’s degree in accounting, Business Management and work admin experience.
- At least two years of work experience in accounting, financial and administrative work, preferably in an international organisation.
- Must have experience in banking procedure and transactions such as cash deposit, withdraw, bank transfers.
- Have experience in handling bank reconciliations.
- Experience in finance document filing process more than one years.
- Have the experience using Microsoft Dynamic NAV as the accounting software or similar ERP software programe more than one year.
- Excellent working level with word, excel and powerpoint presentation.
- Willing to work in a team and also be a good team player and friendly.
- Ability to work under pressure and meet deadlines.
- Computer literate, good knowledge of computerized accounting software.
- Excellent working level of English language in both writing and speaking.

**11. SIGNATURE BLOCK**

MRCS:  
Name and Title: \_\_\_\_\_ Incumbent’s Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_