



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

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

2. INTRODUCTION AND BACKGROUND

The Mekong Rivier 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 Senior Finance 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 Senior Finance Assistant must provide a good response to other divisions on processing their request and support their activities in a timely manner. Furthermore, he/she also needs to support the team for other administrative support in a friendly manner.

The Senior Finance Assistant position requires a person who is motivated and interested in learning. The person in this position will support the Finance teams on the day-to-day payments processing to consultants, suppliers, Member Countries (MC), assisting the month-end account closure and preparing bank reconciliations under the Basket fund (BF), Earmark fund as well as EU fund.

4. EXPECTED RESULTS

- All the payments and obligation are processed and recorded in the system for consultants, and suppliers (both individual and firms) such as Service Contracts (SC), Special Service Agreements (SSA), Memorandum of Understanding (MoU), Work Agreements (WA), Terms Of Reference (TOR), and other contracts of MRCS for the Basket Fund (BF), Earmarked Funds (EF), EU Funds, and Administration Reserve Funds (ARF).
- The monthly bank reconciliation statements for MRCS bank accounts and for BF, EF, EU, and ARF accounts are prepared
- The monthly bank accounts with MRC funds balances and MRC bank statements are Reconciled and adjusted
- The monthly fixed assets are reconciled, register and monitor by fixed assets management system.
- Assist Finance Teams in budget monitoring and revision for the Administration Division (AD)
- The MRC financial reports, including BF, EF, EU, and ARF are prepared on time.
- The month-end, year-end accounts closures, and annual audit are prepared to support for internal and external audits.
- Perform any other duties related to the post as required by the supervisor and the Division Director.

5. DELIVERABLES AND CONCRETE TIMELINES

These tasks 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 work flows.

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

Deliverables and Expected Quality	Expected time investment (in hours, days or months)	Deadline
<ul style="list-style-type: none"> ▪ All the payments and obligation are processed and recorded in the system for consultants, and suppliers (both individual and firms) such as Service Contracts (SC), Special Service Agreements (SSA), Memorandum of Understanding (MoU), Work Agreements (WA), Terms Of Reference (TOR), and other contracts of MRCS for the Basket Fund (BF), Earmarked Funds (EF), EU Funds, and Administration Reserve Funds (ARF). 	Upon request (Monthly basis)	Depend on tasks (Monthly basis)

<ul style="list-style-type: none"> ▪ The monthly bank reconciliation statements for MRCS bank accounts and for BF, EF, EU, and ARF accounts are prepared ▪ The monthly bank accounts with MRC funds balances and MRC bank statements are Reconciled and adjusted ▪ The monthly fixed assets are reconciled, register and monitor by fixed assets management system. ▪ Assist Finance Teams in budget monitoring and revision for the Administration Division (AD) ▪ The MRC financial reports, including BF, EF, EU, and ARF are prepared on time. ▪ The month-end, year-end accounts closures, and annual audit are prepared to support for internal and external audits. ▪ Perform any other duties related to the post as required by the supervisor and the Division Director. 		
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6. REQUIRED TASKS AND RESPONSIBILITIES

- **Process, record payments and registering obligated in the system for:**
 - consultants, and suppliers (both individual and firms) such as Service Contracts (SC), Special Service Agreements (SSA), Memorandum of Understanding (MoU), Work Agreements (WA), Terms Of Reference (TOR), and other contracts of MRCS for the Basket Fund (BF), Earmarked Funds (EF), EU Funds, and Administration Reserve Funds (ARF).
 - Support in registering obligated MRCS contracts such as the SC, SSA, MOU, WA, TOR, and other MRCs contracts.
- **Banking**
 - Support the Finance Team in prepare monthly bank reconciliation statements for MRCS bank accounts and for BF, EF, EU, and ARF accounts.
 - Support the Finance Team in reconcile and adjust monthly bank accounts with MRC funds balances and MRC bank statements.
- **Fix assets**
 - Support the Finance Team and Procurement team in Reconcile monthly fixed assets register and monitor fixed assets reconciliation system.
- **Finance monitoring and reporting**
 - Support the Finance Team in budget monitoring
 - Assist the Finance Team to prepare MRC financial reports, including BF, EF, EU, and ARF.
- **Accounting, account closure and auditing:**
 - Support Finance officers and Finance Analyst in performing month-end, year-end accounts closures, and annual audit preparations for internal and external audits when required.
- **Others:**
 - Perform any other duties related to the post as required by the supervisor and the Division Director.
 - 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 4 years of work experience in accounting, financial and administrative work, preferably in an international organisation.
- Experience in assistance for multi-project financial management, financial planning, reporting and auditing.
- Experience in finance document filing process.
- Have the experience using Microsoft Dynamic NAV as the accounting software or similar ERP software programme 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.
- High level of English competencies and proactive in working with others,

11. SIGNATURE BLOCK

MRCS:

Name and Title: _____

Incumbent's Signature: _____

Date: _____

Date: _____