



# **Mekong River Commission**

**For Sustainable Development**

## **TERMS OF REFERENCE**

### **1. CONSULTANCY SUMMARY**

<b>Title</b>	<b>Senior Finance Assistant</b>
<b>Consultancy/Staff Type</b>	<b>Service Contract (SC)</b>
<b>Division</b>	<b>Administration Division (AD)</b>
<b>Duration</b>	<b>06 months (01 June 2025 to 31 December 2025)</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 (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.

The MRC Secretariat is recruiting a Senior Finance Assistant to strengthen its Finance Team. This role focuses on the efficient processing of financial transactions, including payments to consultants, suppliers, and Member Countries. Key responsibilities include assisting with month-end account closures and preparing detailed bank reconciliations across various funding streams (Basket, Earmarked, and EU). The incumbent will provide responsive and friendly administrative support to all divisions, ensuring timely processing of requests and facilitating smooth operational activities. The MRC seeks a proactive and detail-oriented individual with a strong desire to learn and contribute to the organization's financial management.

### **3. EXPECTED RESULTS**

Financial Management and Reporting Responsibilities:

- **Payment and Obligation Processing:** Accurately process and record all payments and obligations within the financial system for consultants and suppliers (individuals and firms) related to Service Contracts (SC), Special Service Agreements (SSA), Memoranda of Understanding (MoU), Work Agreements (WA), Terms of Reference (TOR), and other

contracts across the Basket Fund (BF), Earmarked Funds (EF), EU Funds, and Administration Reserve Funds (ARF).

- Bank Reconciliation: Prepare monthly bank reconciliation statements for all MRCS bank accounts, including BF, EF, EU, and ARF accounts, ensuring accurate alignment between bank records and internal financial systems.
- Bank Account Reconciliation: Reconcile and adjust monthly bank account balances against MRC bank statements, maintaining accurate records of MRC funds.
- Fixed Asset Management: Conduct monthly reconciliation, registration, and monitoring of fixed assets using the fixed asset management system.
- Budget Support: Assist the Finance Teams in budget monitoring and revisions for the Administration Division (AD).
- Financial Reporting: Prepare timely and accurate MRC financial reports, encompassing BF, EF, EU, and ARF.
- Account Closure and Audit Support: Support month-end, year-end account closures, and annual audits, ensuring readiness for both internal and external audits.

Ad Hoc Duties: Perform other duties as assigned by the supervisor and the Division Director, related to the responsibilities of the post.

#### 4. DELIVERABLES AND CONCRETE TIMELINES

These tasks are performed on a recurring monthly basis. While a precise daily time allocation for each task is not feasible, the incumbent is required to keep detailed time records within their documented workflows.

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 will execute the following duties.

Deliverables and Expected Quality	Expected time investment (in hours, days or months)	Deadline
<ul style="list-style-type: none"> <li>▪ Payment and Obligation Processing: Accurately process and record all payments and obligations within the financial system for consultants and suppliers (individuals and firms) related to Service Contracts (SC), Special Service Agreements (SSA), Memoranda of Understanding (MoU), Work Agreements (WA), Terms of Reference (TOR), and other contracts across the Basket Fund (BF), Earmarked Funds (EF), EU Funds, and Administration Reserve Funds (ARF).</li> <li>▪ Bank Reconciliation: Prepare monthly bank reconciliation statements for all MRCS bank accounts, including BF, EF, EU, and ARF accounts, ensuring</li> </ul>	<p>Upon request</p> <p>(Monthly basis)</p>	<p>Depend on tasks</p> <p>(Monthly basis)</p>

<p>accurate alignment between bank records and internal financial systems.</p> <ul style="list-style-type: none"> <li>▪ Bank Account Reconciliation: Reconcile and adjust monthly bank account balances against MRC bank statements, maintaining accurate records of MRC funds.</li> <li>▪ Fixed Asset Management: Conduct monthly reconciliation, registration, and monitoring of fixed assets using the fixed asset management system.</li> <li>▪ Budget Support: Assist the Finance Teams in budget monitoring and revisions for the Administration Division (AD).</li> <li>▪ Financial Reporting: Prepare timely and accurate MRC financial reports, encompassing BF, EF, EU, and ARF.</li> <li>▪ Account Closure and Audit Support: Support month-end, year-end account closures, and annual audits, ensuring readiness for both internal and external audits.</li> </ul> <p>Ad Hoc Duties: Perform other duties as assigned by the supervisor and the Division Director, related to the responsibilities of the post.</p>		
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## 5. REQUIRED TASKS AND RESPONSIBILITIES

- **Financial processing:**
  - Process, record payments and register 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).
  - Assist in registering obligated MRCS contracts such as the SC, SSA, MOU, WA, TOR, and other MRCs contracts.
- **Banking**
  - Support the Finance Team in preparing monthly bank reconciliation statements for MRCS bank accounts and for BF, EF, EU, and ARF accounts.
  - Support the Finance Team in reconciling and adjusting monthly bank accounts with MRC funds balances and MRC bank statements.
- **Fix assets**
  - Support the Finance Team and Procurement team to reconcile monthly fixed assets registers and monitor fixed assets reconciliation system.
- **Finance monitoring and reporting**
  - Support the Finance Team in budget monitoring
  - Assist in preparing timely and accurate MRC financial reports, including BF, EF, EU, and ARF.

- **Accounting, account closure and auditing:**
  - Support Finance officers and Finance Analyst on month-end, year-end accounts closures and annual audit preparations for internal and external audits when required.
- **Other duties:**
  - 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.  
Proactively learn and efficiently apply work procedures for assigned tasks, demonstrating autonomy to achieve results.
  - Exercise due diligence in supporting the CFO and improving the financial system of the MRC.
  - Support the finance team and facilitate other MRCS divisions.
  - Coordinate and support the divisions' Administration, HR and procurement teams to ensure that all contracts are correctly recorded before processing payment in the system.
  - Generate month-end reports on outstanding obligations and cash advances for supervisors and divisions.
  - Provide support and coordination during FMIS implementation, including assisting divisions with guidance and liaising with system consultants to resolve errors.
  - Train and assist division administrative staff and secretaries to address procedural issues.
  - Contribute to the development and implementation of the FMIS system.

## **6. 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

## **7. 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.

## 8. WORKING ARRANGEMENT

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

## 9. 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,

## 10. SIGNATURE BLOCK

MRCS:

Buntheung Sanethavong : \_\_\_\_\_ Incumbent's Signature: \_\_\_\_\_  
Chief of Finance

Date: \_\_\_\_\_ Date: \_\_\_\_\_