



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Chief Finance Officer</b>
<b>Division/OC:</b>	<b>Administration Division</b>
<b>Salary Level:</b>	<b>M13 Step 1 (entry level)</b>
<b>Date of Verification (If any):</b>	<b>March 2026</b>

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT (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.

**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

#### MRC values

- Integrity
- Transparency
- Mutual Respect
- Professionalism
- Accountability
- Result Orientation.

### 2. JOB SUMMARY/JOB STATEMENT

Under the direct supervision of the Administration Division (AD) Director, the Chief Finance Officer with the support of the Finance Officers and Financial Analyst and Internal Auditor ensures that financial information is processed in line with the MRCS's Financial Management and Information System (FMIS) requirements including monitoring activities and outputs budgets and the Basket Fund. He/she provides the overall assurance that the MRCS complies with financial and administrative requirements outlined in the Financing Agreements entered between the MRC and the MRC Development Partners (DPs) and in line with the FMIS. The incumbent also maintains the FMIS (Dynamics NAV) financial software, both for optimal technical performance and for production of adequate output.

### 3. MAIN TASKS AND RESPONSIBILITIES

Under the overall supervision of the AD Director and in close collaboration with the Finance Officers and Financial Analyst, the incumbent is required to perform the following functions:

**PLANNING**

- Plans, co-ordinates and technically guide the work of the finance team in two offices (Headquarters in Vientiane and Regional Flood and Drought Management Centre in Phnom Penh);
- Provides the AD Director and the MRC Management with adequate financial information for the Commission's sound and timely decision making, including preparing financial reports and background information for the Council, Joint Committee and Budget Committee;
- Ensures that the MRC finance manual is up to date and properly implemented;
- Provides financial inputs and support to the technical planning and reporting team in the preparation of the MRC Annual Work Plans and Reports;
- Leads the improvement and application process of the MRC's FMIS
- Supports the AD Director in implementing the tasks assigned in the Annual Work Plans regarding the area of Corporate Services related to Finance.

**BUDGET & FINANCE MANAGEMENT**

- Ensures that overall systems and routines are in place to secure accurate and timely processing of financial information, (including manuals, detailed work instructions, as well as MRC's new FMIS by MS Dynamics NAV 2015). Ensures that the MRC's internal control system is properly functioning;
- Provides effective monitoring and analysis of the Secretariat overall financial transactions, through certification of availability of funds for all projects and programmes and administrative expenditures with the new financial reporting system;
- Monitors the Basket Fund & other related projects;
- Be responsible for the financial closing of projects;
- Performs cost analysis and investigations as required by the AD Director;
- Ensures treasury management in accordance with the MRC's and development partners' requirements;
- Administers grants made by Development Partners to the MRC Secretariat, including adequate cash flow, reporting and compliance with DPs' requirements;
- Provides adequate financial analysis of allocated budgets for all activities to the Divisions and Office;
- Prepares Annual Basket Fund Budget including operational budget for the Budget Committee's consideration and the Joint Committee's approval;
- Assists the AD Director in overseeing and controlling the implementation of the operational budget;
- Assists the AD Director in exercising of budget responsibility for all administrative matters related to personnel and administration, including operational budget, unless otherwise decided by the CEO;
- Initiates and supervises the annual audit of the MRC's accounts by an independent auditor. Ensures that adequate measures are taking to respond to the auditor's management letter. Coordinates all other external audits. Ensures that Member Countries and Development Partners and MRC's management receive appropriate financial reporting on a timely basis.

**ACCOUNTING**

- Ensures smooth financial operation of all Basket Fund activities and Earmarked Fund activities;
- Reviews and proposes improvements of current "Imprest" account structures as necessary;
- 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 to ensure that the payroll transactions are recorded to correct accounts and dimensions and that the project charge entries are consistent with General Ledger;
- Technically reviews all vouchers 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 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 and promptly recommend to the Finance Manager any improvement required;
- Performs month-end and year-end closings, including reconciliation and review of the correctness of the data;
- Be focal point for the MRCS 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;

#### COACHING

- Conducts orientation to new staff on FMIS and other related administrative procedures;
- Trains Finance, Procurement, and Personnel staff on the FMIS system, and trains the MRC member country concerned staff on financial management and use of FMIS Reports;
- Provides coaching, evaluates, develops finance assistants' capacity skills and reviews their work;
- Advises the MRC Divisions and Office 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 and Internal Auditor when he/she is absent;
- Prepare and submit M&E forms and contribute to the Mid-year and Annual Report;
- Ensure results-based framework are reflected in the division's technical implementation
- Performs ad hoc duties as assigned by the AD Director.

#### 4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** The job holder supports the Director in overseeing the work of the finance and procurement officers and assistants.
- 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.

#### 5. QUALIFICATION REQUIREMENTS

Certificate:	<ul style="list-style-type: none"> <li>- Advanced university degree (Masters or higher) in Finance,</li> <li>- Accounting and/or Business Administration, or</li> <li>- Equivalent combination of education, training and experience in financial management and accounting.</li> </ul>
Additional Certificates:	<ul style="list-style-type: none"> <li>- TOEIC certificate with 600 points and over is required.</li> <li>- 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:	<p>13 years finance and accounting experience, including:</p> <ul style="list-style-type: none"> <li>- Familiar with and experience in multi-projects financial management,</li> <li>- Experience of accounting and operational management rules and regulations of non-profit and inter-government organization,</li> <li>- Competent in financial planning, financial analysis and financial reporting,</li> <li>- Competent in working on the management, improvement and customization of accounting software/s to fit to the organization's requirements on an effective and efficient financial management systems,</li> <li>- Knowledge Microsoft Dynamics NAV is an advantage.</li> </ul>

Abilities:	<ul style="list-style-type: none"> <li>- Prepare and conduct training of accounting and financial processes,</li> <li>- Manage, facilitate, coach and monitor team members and aim for teamwork strengthening,</li> <li>- Promote internal controls of financial system for increased effectiveness and efficiency,</li> <li>- Write financial reports, briefing notes, guidelines, manuals, workflows, checklists or forms/templates,</li> <li>- Facilitate meetings and conferences,</li> <li>- Coach team members to achieve results.</li> </ul>
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## 6. COMPETENCIES

Required Core Competency - Knowledge	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

Required Core Competency – Skills	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

Required Core Competency – Attitudes	Level (1-3) 1 = Required, 2 = Desirable 3 = Optional
Adaptability	1
Patience	1
Analytic and organizational capacity	1
Honesty	1

## 7. REMUNERATION AND BENEFITS

The remuneration package, subject to change, includes:

### Remuneration:

- Annual net base salary exempt from tax by Lao authorities, starting at US\$ 55,252 (M-13, step I);
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with a living cost of 5% of the base salary, 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.

### Benefits:

- The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
- Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
- Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-

residential staff and 7% of the base salary for resident staff (subject to be revised according to latest JC guidance), annual health check (subject to budget availability), annual vaccination, and more;

- Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station upon joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum six years according to the 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.

## 8. REMARKS

This Job Description is subject to revisions by the MRC.

9. INCUMBENT SIGNATURE: \_\_\_\_\_ (date)