



JOB DESCRIPTION

Job Title:	Finance Analyst
Division/Office:	Administration Division
Salary Level:	M-11
Date of Verification (If any):	June 2026

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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 for mutual benefits and people's well-being.

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

A Mekong River Basin that is economically prosperous, socially just, environmentally sound, and climate-resilient.

VISION for the Mekong River Commission

A world class, financially secure, International River Basin Organization 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
- Results orientation

2. 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 Analyst is responsible for the budget management, financial planning and internal control matters of the MRC. The incumbent ensures that the budget, financial and internal control procedures, policies and practices are compliant at the MRC. The incumbent also assists maintaining and developing the FMIS accountancy software, both for optimal technical performance and for production of adequate output.

3. MAIN TASKS AND RESPONSIBILITIES

Under the overall supervision of the Division Director and under the technical guidance of the Chief Finance Officer, the Finance Analyst performs the following duties:

Cash flow & financial planning:

- Monitor MRC cash flow and take appropriate and timely action to replenish donor funds and other contributions including cash for OSP monthly operation;
- Co-ordinate, analyse and update all financial information for donor funded activities in cooperation with relevant project officers;
- In coordination with all Divisions and project teams, prepare consolidated bi-annual financial plan reports for the whole MRCS;

Internal control:

- Prepare quarterly/annual internal audit plans and execute projects in accordance with the plans to ensure that audit work is completed and documented in accordance with required standards. The audit work should cover both OSP and OSV to ensure that financial transactions are properly recorded and followed the MRC financial and admin manuals and internal procedures related to administrative and management actions of the OSP and the OSV;
- Write audit reports/ detailed internal control recommendations that include practical and value added recommendations to improve financial risk management practices;
- Perform follow-up activities of reported audit issues to ensure that recommended actions are taken within the agreed deadline which also include corrective actions recommended by external auditors;
- Take lead in the preparation and during the implementation of the annual external audit;
- Take lead in any financial or compliance audit required by development partners;
- Implement ad hoc internal audits as and when required;

Coaching:

- Coach and assist finance assistants and review their work at the OSV;
- Conduct orientation to new OSV based staff on financial system (FMIS) and Finance and Administrative procedures;
- Advise MRCS staff on budgetary and other finance related issues;

Others:

- Perform cost analysis and investigation as required by the Director or Chief Finance Officer;
- Review and report on the accuracy, timeliness and relevance of financial and other information that is provided for management;
- Regularly update the Financial manual;
- Perform other duties related to post as required by the supervisor.

4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** None.
- 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 is complex 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	University degree (Bachelor or higher) in Finance, Accounting, Auditing, Statistics and/or Business Administration, or equivalent combination of education, training and experience. Master degree desirable.
Additional certificates	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.
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Seven years progressive experience in accounting, auditing or financial work, including computerised financial accounting systems <input type="checkbox"/> Experience in multi-projects financial management

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Knowledge of Accounting and Financial Management Best Practices	1
Good knowledge of accountancy software is essential (knowledge of Microsoft Dynamics NAV is an advantage)	1
Excellent knowledge of written and spoken English	1
Comfortable with team software to manage schedules and tasks	1
Skills	
Accurate and timely management of data using financial software	1
Ability to coordinate team efforts regarding financial management	1
Ability to prepare and conduct training on internal control and financial processes	1
Compliance to organizational policy and procedure	1
Ability to meet milestones and mitigate constraints	1
Attitudes	
Adaptability	1
Patience	1
Analytic and organizational capacity	1
Honesty	1

7. REMUNERATION

The remuneration package, subject to change, includes:

Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at US\$ 34,443 (M-11, 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), 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 up on 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

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____

Date: _____