

## **ASIAN DEVELOPMENT BANK TERMS OF REFERENCE**

### **PROVISION OF PROFESSIONAL DISBURSEMENT ADMINISTRATION SERVICES TO ASSIST THE CONTROLLER'S DEPARTMENT**

POSITION TITLE	: Senior Financial Control Assistant
RECRUITMENT TYPE	: Local Hire
POSITION LOCATION	: Hanoi, Vietnam
TYPE OF POSITION	: Contractual
CONTRACT TERM	: Initial 1-year term (can be extended)

### **PURPOSE**

The professional disbursement administration services will be rendered to provide support to the Controller's Department (CTL).

### **DURATION OF SERVICE**

The professional disbursement administration service will be rendered for an initial 1-year term, with provision for pre-termination clause as provided in the contract if the services provided will not meet the expected requirements.

### **WORKING HOURS**

The Contractor shall render the service daily, 8:00 am-5:00pm (8 hours exclusive of 1-hour lunch break), 5 days-a-week, Monday to Friday. Work activities beyond this timeframe will be charged to overtime rates. ADB shall have the right to modify the working hours by giving the Contractor 3-day advance written notice.

### **DUTIES**

The professional disbursement administration services will undertake a range of clearly defined and circumscribed clerical disbursement duties; carry out administrative functions, as required; maintain and update disbursement records; maintain internal controls; and prepare disbursement and other reports.

### **RESPONSIBILITIES**

- **Claim Processing.** Processes technical assistance (TA) claims, including liquidations, for payment of consultants, contractors, and other service providers under ADB and donor's TA grants or trust funds. Ascertains that the claims/billings submitted are in accordance with contract provisions, relevant financial covenants, applicable administrative orders/circulars, and established Bank practices and policies.
- **Contract and Budget Monitoring.** Reviews consultant's contracts to keep track and monitor cost estimates, contract variations, actual disbursements by budget line items, and prepares status of consultant's contracts for information of supervisor.

- **Voucher Preparation.** Processes disbursement vouchers, journal vouchers and other relevant payment documentation.
- **Monitoring and Reconciling TA advances and Resident Mission Suspense Accounts.** Keeps track of advances and liquidations, clears matched items, and prepares monthly reports on outstanding advances and unreconciled items.
- **Others.** Performs any other assignments as required, including the preparation of draft memorandum and external correspondences on TA disbursement-related matters for supervisor's review. Assists TA section on special projects and team members with higher volumes and complex claims and liquidations.

## MINIMUM QUALIFICATIONS

1. Completed a bachelor's degree in business administration, banking, accounting, or auditing.
2. Minimum of 4-5 years relevant banking, finance, or accounting experience.
3. Excellent command of written and spoken English.
4. Advance computer skills with sound knowledge of common work-processing spreadsheets; and familiarity with computer software used generally in ADB (MS Word, Excel, Powerpoint and SharePoint).

Please send application quoting Ref. No. VRM/SDPC/2022-003-Senior Financial Control Assistant by **09 October 2022** to: [nngan@adb.org](mailto:nngan@adb.org) and [imiranda@adb.org](mailto:imiranda@adb.org). Only shortlisted candidates will be contacted.