

*Investing in local leaders to create global change*

# VACANCY FOR LAO NATIONAL:

**Finance Officer**

Village Focus International (VFI) is an INGO working in the Lao PDR since 2001. We are looking to fill the position of ***Finance Officer*** is responsible for program finance. This position will be based in Vientiane Capital.

**DUTY DESCRIPTION**  
The position will be responsible for the documentation and overseeing several projects within a single VFI program. The duties will be carried in line with VFI policies and procedures and standard of donor requirements.

**KEY TASKS AND RESPONSIBILITIES**

Financial Management:

* Prepare financial reports for submission according to the donor requirements.
* Support project and organization audits on an annual basis.

**Organizational Management:**

* Support development of project budgets.
* Provide technical support and supervision to project field staff.
* Advise all VFI staff members on financial management in line with VFI policy.
* Serve as finance team leader on VFI programs where appropriate.
* With other VFI staff members, responsible for safe keep of financial files and records
* Any other duties as may be required.

Additional Job Responsibilities:

* Understanding of INGO principles and practices.
* Proficient in the use of accounting/finance software systems.
* Strong organizational, planning and prioritization skills.
* Strong interpersonal relationship skills.
* Excellent skills in oral and written communications in Lao and English.
* Ability to work in a multi-cultural team environment.

**REQUIRED QUALIFICATION AND SKILLS**

* A minimum qualification of a college degree in accounting.
* A minimum of 3 years relevant professional experience.

Please send your cover letter and CV (in English) to: admin@villagefocus.org

before 30 July 2023. Only successful applicants will be contacted.