



Job Description

USAID Okard Subgrants Finance Officer

Background

World Education, Inc. (WEI) has been operational in the Lao PDR since 1992. WEI has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Disability Inclusion, Explosive Ordnance Risk Education, Capacity Building, and Economic Development. Current projects include:

- 1. USAID Okard:** Promotes the independence and functional ability of persons with disabilities through equal access to health and social services, partnering with the public and private sectors to support persons with disabilities in the areas of health, economic empowerment and stakeholder engagement.
- 2. Lawang:** Explosive Ordnance Risk Education (EORE): Keeps children safe from unexploded ordnance (UXO) by integrating EORE lessons into the national primary and secondary school curriculum, and creating EORE messages and platforms for non-formal education and community engagement.
- 3. War Victims Medical Fund:** Provides critical financial support to survivors of UXO accidents including immediate and ongoing medical care, as well as funeral costs in case of death.

In implementing these activities, World Education works in partnership with relevant Government of Lao PDR agencies including the Ministry of Health, Ministry of Education and Sports, Ministry of Labour and Social Welfare, Ministry of Industry and Commerce, National Regulatory Authority and Ministry of Foreign Affairs. To learn more visit us at www.worlded.org or www.laos.worlded.org

The USAID Okard (ໂອກາດ) Activity (Phase II) is a 4-year project (October 2023 – June 2027), following on from Phase 1 (October 2017 - September 2023), managed and implemented by World Education. Okard intends to improve and sustain the independent living and functional ability of persons with disabilities, regardless of factors such as age, sex, gender expression, ethnicity, and their households in Lao PDR. Phase I was completed in three target provinces – Central level, Xieng Khouang, and Savannakhet. Phase II will be implemented in four target provinces - Central level, Xieng Khouang, Sekong, and Savannakhet.

Job Description:

Responsibilities:

The Subgrants Finance Officer will be responsible for the following:

- Support the USAID Okard Finance Manager to update the monthly cash forecast by coordinating with all Okard staff to ensure good practices in planning.

- Support the USAID Okard Finance Manager to follow up on compliance issues related to USAID regulations and encourage financial management best practices
- Support USAID Okard Finance Manager and Deputy Project Manager to review sub-grant budgets annually and when any modifications are required
- Support the USAID Okard Finance Manager with the management/preparing activity advance requests, logistics of in-kind grants to government partners as required
- Support the USAID Okard Finance Manager to provide advice to project staff on USAID regulations, WEI policy, in-kind support guidance, procurement or other documents related to compliance and financial management of in-kind support sub-grants as required
- Review expenses, bills and checking USAID Okard sub-grant expenses reports.
- Flag issues with expenses or missing support documents to the USAID Okard Finance manager, and support the follow up to resolve issues with the USAID Okard sub-grantees finance staff
- Assist in review advance requests, expenses, bills and vouchers submitted by USAID Okard staff
- Provide training, mentoring and on the job training to sub-grant organizations, including:
 - Initial training for all partners on WE/ Okard financial policies and forms and USAID rules and regulations
 - Specific training as required for individual sub-grant organizations depending on their needs or in response to specific challenges that arise
 - Follow-up with sub-grant organizations to ensure the training/mentoring is understood and implemented
 - Support to implement a more advanced financial management system for sub-grantees from the one they currently have as appropriate
 - Support for sub-grantees to review and update organizational financial policies if required or requested

Knowledge management/ Other

- Organize all documents (electronic and hard copies as appropriate) relating to responsibilities listed above, ensuring that all documentation saved is final, comprehensive, updated and accessible to those who need it (in google drive AODocs).
- Support compliance with JSI/ WEI Child Safeguarding Policy in coordination with USAID Okard Child Safeguarding Focal Point
- Travel to the project areas to support the sub-grant on finance management and accompany the project team to manage the payment on project meetings/trainings/workshops
- Carry out other financial or administrative tasks related to sub-grants as assigned by the finance manager or DPM

Reports to:

- USAID Okard Finance Manager

Direct Reports:

- None

Liases with:

- Senior Accountant
- Administration Coordinator
- Okard Procurement Officer
- Okard Deputy Project Manager

- Other project staff as required

Required Skills and Experience/ Competencies:

- Bachelor degree or equivalent in Accounting or Finance or business
- A minimum of 3 years work experience in Accounting or Finance required;
- Experience supporting partners with budgeting and financial reporting tasks preferred;
- Experience on INGO project budget, NPA and financial sub-grant management preferred;
- Knowledge of USAID rules and regulations preferred;
- Clear understanding of written and spoken English preferred;
- Ability to analyze spreadsheets preferred;
- Proficiency in Microsoft Suite (i.e., Word, Excel) and Google suite required
- Ability to work in a stressful situation and in cross-cultural workplace
- Ability to travel to projects sites for monitoring or subgrant support with partners