

*Investing in local leaders to create global change*

**Finance Officer**

*1 position, based in Vientiane*

**Job Description**

* This position will support the Finance department’s management of accounting systems, policies, and procedures in compliance with accounting standards, donor’s rules and regulations, and legal requirements to support high-quality programs implementation.
* As part of an experienced finance team, you will help coordinate daily financial activities through the duties outlined below.

**Duties and Responsibilities**  
The finance officer, under the supervision of the Administrative and Finance, will carry out the following:

* Ensure accuracy of all data required for processing financial transactions to assigned accounts into the financial accounting package.
* Follow up and review all project-related travel requests and liquidations in line with travel policy.
* Assist in conducting training on financial matters for the project team when necessary.
* Prepare monthly, quarterly and annual financial reports
* Prepares reports and documents covering accounting transactions for program review and submit to donor
* Assist with budget preparation
* Collaborate with other departments to prepare financial reports and presentations for leadership and programs.
* Participate and coordinate with external auditors to carry out financial audits and comply with regulatory requirements.
* Participate in the development and implementation of financial policies and procedures to ensure compliance with applicable laws and regulations.
* Work to deadlines when required

**Requirements and skills**

* Proven work experience as a Finance Officer or similar role at least 3 years
* Solid knowledge of financial and accounting procedures
* Experience using financial software
* Advanced MS Excel skills
* Knowledge of financial regulations
* Sharp time management skills
* Strong ethics, with an ability to manage confidential data

*Interested candidates must submit their CVs, along with all other supporting documents to: Village Focus International (****for Finance Officer****), Ban Phonsavan Tai, Unit 14, House #207, Sisattanak District, Vientiane, Lao PDR / Tel: +856 (0) 21 312519.*

*Email:* [*athithane@villagefocus.org*](mailto:athithane@villagefocus.org)*, not later than 30 June 2024.*