

Job Advertisement

VA no.2024- ...

HELNETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Phongsaly Livelihoods and Non-Timber Forest Products (PHOLIN), Finance and Administration Officer
Location	Bouneua District, Phongsaly Province (with occasional travel to the provinces and to Vientiane)
Duration of contract	The contract is for a full-time position for 1 year with a possibility of an extension
Date of entry	July 2024
Deadline of submission	Thursday 11 th July at 5:00pm

3. Main tasks

A	<ul style="list-style-type: none"> • Adhere to professional behavior standards in working with teams and partners. Promote HELNETAS Laos principles and values among the team and with partners. • Demonstrate commitment and reliability in attitude and approach. • Cooperate proactively and initiate opportunities to support and strengthen team dynamics. • Demonstrate openness and be clear in communication. • Collaborate well with other team members and HELNETAS staff.
B	<p><u>Administrative tasks:</u></p> <ul style="list-style-type: none"> • Welcome visitors in the office, operate project phone/fax, and answer general queries about the project. • Support the PM to manage the PHOLIN project office, ensure a friendly and conducive working atmosphere, and organize office operation monthly payments. • Provide assistance to all staff services such as travel, expense claims, etc. • Maintain good public relations of the PHOLIN and HELNETAS Laos programme (logo, leaflet, contracts to partners and media etc.) • Ensure a regular electronic back-up of all electronic files of the PHOLIN office. • Keep the project whiteboard updated with travel and activity information and ensure efficient information sharing with the project and its members. • Organize the logistics for project events (book meeting rooms, organize food supply, etc.) • Monitor project staff leave and share monthly updates.

<ul style="list-style-type: none"> • Organize locally recruited project staff monthly salary payments on a timely manner. • Maintain all administrative documents related to the project in an efficient way including records of project inventory. • Manage up to date vehicle inventory & logbooks in coordination with a driver. • Provide need based administrative support to project staff.
<p>C <u>Financial tasks:</u></p> <ul style="list-style-type: none"> • Manage cash expenditures, bank transactions and maintain a cash and bank book, prepare financial supporting documents in line with the HELVETAS financial norms and the banana accounting system. • Maintain proper control over various financial records such as commitments and expenditures against budgeted amounts; initiate actions related to travel payments and procurement transactions. • Verify payments for accuracy and conformance with HELVETAS Laos and project donors' financial rules and regulations. • Monitor operational advances and other receivables and ensure timely clearance of outstanding items, taking corrective follow-up actions where required, and ensuring that all operational advances are reconciled periodically with the finance unit at HELVETAS Laos Programme Office. • Prepare and/or review all the project's related documents for the proper registration of all financial activities in accordance to HELVETAS Laos procedures. • Maintain and closely monitor all financial activities related to the budget lines within the framework of this project, including invoices review, payments and reconciliations. • Assist in checking and payment of field expenses against operational advances. • Support project staff on all accounting, budget or financial queries. • Proactively seek information related to administrative and financial rules and regulations of HELVETAS Laos and the project donors.
<p>D</p> <ul style="list-style-type: none"> • Coordinate with the driver/admin assistant, and provide any support if necessary, within the framework of his administrative tasks (managing petty cash, inventory, filing, etc) • Act as project focal point for HR related matter and liaise with PO or TA/PM to find solutions based on HELVETAS Laos HR manual. • Other tasks as agreed by the Project Manager and Technical Advisor.

B) Competency profile

1. Basic education/studies

<p>Mandatory</p> <ul style="list-style-type: none"> • Bachelor and/or Degree in business administration, finance, accounting or equivalent.
<p>Optional</p>

2. Further education and advanced trainings

<p>Mandatory</p> <ul style="list-style-type: none"> • Knowledge of modern accounting methods, including electronic bookkeeping.
<p>Optional</p> <ul style="list-style-type: none"> • Knowledge of banana accounting software, auditing practices, spread sheets and data. • Experience in office administration including document filings.

3. Professional experience/experience of life

<p>Mandatory</p> <ul style="list-style-type: none"> • At least 3 years experiences working in finance and/or admin of a development project.

<p>Optional</p> <ul style="list-style-type: none"> • Work with iNGO/local NPA environment and genuine interest in development issues and project priorities.

4. Organizational and methodological competencies

<p>Mandatory</p> <ul style="list-style-type: none"> • Good interpersonal skills, and ability to handle multiple tasks and priorities effectively. • Self-directed, reliable, accountable, and with good communication skills.
<p>Optional</p> <ul style="list-style-type: none"> • Self-directed, reliable, accountable, and with good communication skills.

5. Leadership competencies

<p>Mandatory</p> <ul style="list-style-type: none"> • Ability to clarify the application of HELVETAS admin and finance procedures among project and partner staff for consistency. • Ability to build the capacity of the driver and assistants handling basic administration tasks.
<p>Optional</p>

6. Social and personal competencies

<p>Mandatory</p> <ul style="list-style-type: none"> • Energetic, team player, selfless, interested to help others.
<p>Optional</p>

7. Languages

<p>Mandatory</p> <ul style="list-style-type: none"> • Good communication skills with excellent command of Lao (spoken and written) and good command of English (understand Basic English to write emails and vouchers).
<p>Optional</p>

8. IT-skills

<p>Mandatory</p> <ul style="list-style-type: none"> • Able to use basic software effectively (word, excel, access, power point); internet (emails). • Good with accounting tools and software.
<p>Optional</p>

HELVETAS is a gender, culture, race, creed, political, and religion-neutral organization, promoting inclusion and tolerance, respect, and fair treatment for and between all employees, partners, contributors, participants, and beneficiaries.

Women candidates are particularly encouraged to apply.