

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION



We are a leading organization for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. We are represented in more than 40 countries with around 1400 employees.

[Swisscontact has been active in the Lao PDR](#) since 2013 with projects in vocational education and training to improve people's skills and provide them opportunities for a secure income and active participation in the labour market, as well as in the areas of sustainable tourism, waste management, and promoting sustainable consumption and production to create economic opportunities that address climate change and are environmentally sustainable. Our projects are implemented by a qualified team based in Vientiane Capital and 6 provincial offices. The organization is looking for **Finance Officer** to be based in **Vientiane capital**.

Finance Officer

Start of Employment: ASAP

Contract Duration: 1 year with the possibility of extension

Place of work: Vientiane Capital with travel to the field

Purpose of the position:

The **Finance Officer** supports the finance and administration team to ensure the smooth operation of Swisscontact's country office with respect to project accounting and financial reporting requirements. This directly supports the programme teams to deliver on the mandate of Swisscontact's project portfolio, in particular the VTESS (Vocational Training and Employment Support Services) and CoOf (Country Office) Projects. The Finance Officer's role involves providing technical support, orientation, and training to other new project staff in the country programme and liaising with the Accounting Manager on accounting issues. The position reports to the Accounting Manager.

Tasks and Responsibilities:

- Work with the Project Manager and Accounting Manager to ensure project accounting requirements are met for the VTESS and CoOf project.
- Prepare payment vouchers in the Human Resources Information System (HRIS) in line with project and office requirements.
- Ensure all payment vouchers/payment receipts are adequate as supporting document and follow the Country Manual such as travel policy, cash management, and procurement standards.
- Prepare daily bookkeeping in accounting software "Abafield" and verified Chart of Account.
- Maintain bank accounts and prepare monthly bank reconciliation statements.
- Maintain project I-banking and banking relationships.
- Process payments of salaries and other benefits to project staff.

- Ensure that appropriate systems and internal controls are implemented and maintained including the control if advances requested by project staff are settled in a timely manner
- Provide technical and management guidance to the staff on day-to-day operations of the Finance and Accounting Unit.
- Prepare monthly financial report (Balance Sheet, Profit/Loss, Account Statement, Journal Voucher, etc.) and share it with Project Manager.
- Assist in preparing financial donor reports for the projects to be provided on time.
- Prepare and dispatch timely invoices as per contract with external parties
- Review financial reports of project implementing partners and process payments timely and accurately.
- Travel to field locations and assist the Project Manager based risk assessments and internal audit reviews as required.
- Support external auditing processes according to specific instructions and assure implementation of audit recommendations

Other administrative tasks:

- Ensure proper filing of documents related to the Swisscontact Country Manual.
- Assist in the procurement of goods in line with the procurement system.
- Ensure maintenance of the inventory list and control of Swisscontact's office and project assets

Other Tasks and responsibilities:

- Assist in developing new partner relationships and communicate effectively with other departments or government partners through written correspondence, phone calls, emails, and/or presentations.
- Perform other reasonable finance and accounting tasks as required by the Accounting Manager

Requirements for the Position:

Core

- Must be a Lao citizen or have full rights to work in Lao PDR;
- Excellent analytical skills;
- Self-reliant, responsible, accurate in work, inquisitive mindset, and willingness to learn;
- Ability to work independently as well as in a team, while maintaining confidentiality,;
- Organised and able to cope with multiple deadlines;
- Must have excellent writing & speaking skills in English and Lao language. This is key for this position as it requires verbal & written engagement with the Team Leader and Government offices;
- Good interpersonal and communication skills;
- Demonstrates awareness and sensitivity to gender, diversity and inclusion.
- Self-starter who can manage multiple projects simultaneously.

Technical

- Bachelor's degree in accounting/ finance, Business Administration (BBA) or similar field preferred;
- At least 3 to 5 years of work experience in the accounting/finance field. Preferably in the development, and cooperation field with donor agencies and INGOs. Experience with SDC is an added value.
- Experience in the management of material resources (purchase orders, accounting, etc.);
- Ability to interpret financial procedures and standards and apply them;
- Proven skills in working with Accounting Software as well as the Microsoft Office Suite including SharePoint and MS Teams

How to apply

- Step 1: Download the application form. ["Clicking here "](#) to download the application form.
- Step2: Fill the application form offline
- Step 3: Send the application form together with your CV to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Finance Officer**
- Only applications through the 'Job Application Form' will be regarded. It will not be considered otherwise.
- Only shortlisted will be contacted.

We offer a challenging position with personal responsibility. Are you interested in a fascinating job in an international context and are committed to contributing to excellence and making a difference?

The deadline for applications is 02 October 2024.

We particularly welcome female applicants