**JOB DESCRIPTION**

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| **Job title** | **Finance, Admin and HR Manager** | **Office** | **Vientiane, Laos** |
| **Type of employment** | One year (renewable) | **Department** | Finance, HR & Admin department |
| **Reports to** | Country Director | **Functional reports to** | Director of Finance & Administration Southeast Asia |
| **Career Band** | Professional staff | **Grade** | D2 |
| **Background** | Aide et Action (AEA) to become Action Education is an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.  We promote lifelong learning because access to quality education helps to fight poverty and disease, limit climate change and build peace in a sustainable world. We focus on early childhood care and education, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion.  Based on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, we are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people.  Action Education Laos is a dynamic and impactful organization committed to advancing education initiatives in Laos. Our mission is to empower individuals through quality education, fostering positive change in communities. We are seeking a highly motivated and skilled Finance Manager to join our team and contribute to our mission-driven work. | | |
| **Position Overview** | This position is integral to managing and contributing to the country's annual operational planning and the achievement of annual objectives through the efficient allocation of resources.  The incumbent will oversee all finance, admin, and HR responsibilities during the contract period. The primary focus will be on producing financial reports for partner members, developing and monitoring partnership management, and ensuring the effective and efficient utilization of program funds while maintaining accountability to donors. Additionally, the Finance Manager will play a key role in handling HR and admin matters to support the overall success of Action Education Laos. | | |
| **Core Accountabilities** | | | |
| **Principle duties and responsibilities**  **Financial Management:**   * Role model in achieving a high standard in the policies and procedures, local laws, regulations, values and leadership; * Oversee all financial activities, ensuring accuracy, compliance, and transparency. * Enforce and implement financial policies, procedures, and internal controls. * Oversee and lead annual budgeting and planning process in conjunction with the Country Director; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization’s financial status. * Monthly and quarterly review of all financial plans, and conducting Budget Burn Rate analysis to identify, explain, and correct variances as appropriate. * Prepare monthly/quarterly/annually budget versus actual reports with the Program team, identifying bottlenecks and proposing solutions. * Manage cash flow, financial transactions, and banking relationships. * Conduct monthly close of accounting, financial data checking and bank reconciliation; * Work and support closely to the project teams and partners in Laos to develop periodic budget planning that is relevant to the program activities. * Closely monitor all financial activities, budget spending, and keep the program manager informed of situations with potential negative impacts on internal controls or financial management performance. * Ensure adherence to donor compliance by all program members, maintaining accurate and timely financial records in accordance with international accounting standards and donors' regulations. * Develop financial reports and transactions provided by partners and project stakeholders, ensuring timely submission and providing feedback to partners as required in collaboration with the Finance team across interconnected countries in the program. * Support program expenditure verification audits and provide technical financial input to internal audits within the program. * Coordinate with external auditors for annual audits.   **Human Resources:**   * Recruit, hire, and manage staff, including recording leave requests and handling other HR matters. * Handle HR functions, including recruitment, onboarding, performance management, and employee relations. * Administer payroll and benefits, ensuring timely and accurate processing. * Maintain personnel records and ensure compliance with labor laws and regulations. * Collaborate with the program team to ensure effective integration of HR functions with program objectives.   **Administration**   * Manage the day-to-day activities of all administrative personnel in support of program objectives * Supervise administrative functions, including office operations, facilities, and logistics. * Streamline administrative processes for efficiency and cost-effectiveness. * Procure and manage office supplies, equipment, and service contracts. * Review purchase requests and oversee the procurement of necessary goods and services. * Streamline administrative processes for efficiency and cost-effectiveness. * Undertake other related duties as reasonably assigned by the country director.   **Team Collaboration:**   * Collaborate with other departments to provide financial insights and support decision-making. * Work closely with program managers to align financial resources with organizational goals. * Provide leadership and guidance to finance, HR, admin and other team members. * Support the program expenditures verification audits and provide technical financial input to internal audits within the program. * Undertake other related duties as may reasonably be assigned by country director.   **Team Contribution**   * Constructively contributes and collaborates with all colleagues to achieve the organizational goals; * Delivers high-quality work that provides a conducive environment to our operating environment; * Provide financial management and operational advice and support to the CDs and the team, including participating in monthly staff meetings, etc. * Comply with all legislations and the organization’s policies and procedures.   **Values and Behaviour**   * Promote and be a role model to support organizational culture, growth, performance and image; * Actively supports the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); * Actively demonstrates the organizational values and Principles: * **Dignity** * **Inclusion** * **Integrity** * **Solidarity** * **Transparency and Accountability** | | | |
| **Criteria** | | | |
| **Qualification** | * A Minimum requirement is a Bachelor’s degree and/or professional qualification in Accounting, Finance, Business Studies, Auditing, Economics or a related field. Master's degree or professional certification (e.g., CPA) is a plus. * Broad knowledge of key donors including AFD, European Union… etc. | | |
| **Experiences and Skills** | * At least 7 years of relevant experience in the NGO sector in managing the program and administration funded by AFD, European Union, or international donors, and/or other bilateral/multilateral donor funding, private corporate, and private foundations. * Proven experience as a Finance Manager or in a similar role, preferably in the nonprofit sector. * Strong financial acumen with a solid understanding of accounting principles and financial analysis. * Excellent knowledge of HR practices, payroll processing, and labor laws. * Experience in managing administrative functions and implementing efficient processes. * Proficient in accounting software (ERP5) and Microsoft Office Suite. * Exceptional interpersonal and communication skills. * Ability to work independently, prioritize tasks, and meet deadlines. | | |
| **Core Competencies** | **Possess intermediate level in following core competency:**   * **Working with People**: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. * **Drive for Results**: Sets high standards for quality of work in the project work plan; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. * **Child Projection:** Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy. | | |
| **Others** | * An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding culture; * Ability to be flexible in the face of changing priorities. * A management style that is outcome-oriented, flexible and respects the capabilities and independence of staff, while providing them with a clear sense of direction. * Prior success working closely with and building relationships with staff, partnerships, and institutional donors. * Prior success working closely and building relationships with diverse groups of people. * Ability to travel locally, regionally and internationally;   **Desirable additional skill:**   * Bi-lingual: English and French languages | | |

**How To Apply:**

Interested candidates are invited to send their CV and a cover letter detailing their qualifications for the position, along with their expected salary, to thipphasone.onphanh@action-education.org. Please also CC vithanya.noonan@action-education.org and use the subject line: Finance, Admin and HR Manager (D2 Level).

**Application Deadline: 27 September 2024 (applications reviewed until position filled).**

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration.