



- **Do you want to do work that really matters? Help us end avoidable blindness.**
- **2 years renewable, role based in Vientiane Capital, Lao (Flexible work from home arrangements available).**
- **Closing Date: Wednesday, 6th November 2024**
- **Salary: up to 198,324,410 LAK**

ABOUT THE FRED HOLLOWES FOUNDATION

The Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25 countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health.

To find out more about our work, please visit our website <https://www.hollows.org>

ABOUT YOU

You will be a finance professional excited by the prospect of joining an international development organisation looking to make real world positive impact. You will be a collaborative team player with a results-driven, creative, and entrepreneurial mindset for problem-solving. You should be adaptable and agile, capable of performing strategic and technical analyses under time constraints. While you will work independently, you will also proactively seek guidance and instructions when necessary. You will have strong communication skills, able to work in a cross-cultural environment. Finally, you must be highly organized, able to efficiently multi-task and prioritize.

THE OPPORTUNITY

The role of the Finance Officer (FO) is to ensure process integrity in FHF Lao PDR's program operations, fully meeting established institutional policies, standards and donor requirements across budget execution, in-country banking operation, bank/cash advance reconciliation and CSN/donor reporting.

KEY RESPONSIBILITIES

- Monitor and report on project and workstream finance management activities to ensure efficiency and consistency with established work plans to support Programme management.
- Support the monitoring of project budget and track expenditures to ensure that program resources are optimally allocated and utilized.
- Support the manager and program team to prepare monthly TT request, quarterly forecast budget planning in close collaboration with CSN financial adviser.

- Provide proactive mentoring, on job training and support to project partners in financial reporting of FHF projects and closely monitoring the compliance to FHF financial regulations by the partners.
- Support Country Manager on the asset management, external audits, HQ's internal audit, document filing, and other office accounting tasks.
- Maintain financial filing system, reporting/documentary quality to support reporting to donors (e.g. ANCP) and program stakeholders.
- Work with Operation Coordinator and Country Manager to develop, monitor/manage detailed procurement plans, requisition procedures, budget execution plans and schedules in line with yearly work programs and budget lines.

WHAT YOU'LL NEED TO SUCCEED

- Bachelor's degree or equivalent in Finance and Accounting or other related field of study required.
- Strong experience in auditing, accounting, budgeting, reporting, risk management and financial management at international organizations, or multinational businesses.
- Strong competence in the use of standard software programs: Excel, Word, PowerPoint and Outlook.
- Experience with international accounting software.
- Proven experience in promoting an organizational culture of trust, transparency, respect, and partnership.
- Proven experience in processing and sharing information easily.
- Clear communication skills verbally and in writing in English required, with excellent Lao language skills.

How we recognise your contribution

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you.

[To find out more about our benefits click here](#)

APPLICATIONS

Please apply directly via the "Apply" Button, please include a CV and Cover Letter.

Applications Close: Wednesday, 6th November 2024

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.

Please note: We will not be accepting CVs via agencies for this role.