



FHI 360 is a global organization that mobilizes research, resources and relationships so people everywhere have access to the opportunities they need to lead full and healthy lives. With collaborations in over 60 countries, we work directly with local leaders to advance social and economic equity, improve health and well-being, respond to humanitarian crises and strengthen community resilience. We share data-driven insights and scalable tools that expand access and equity so communities can effectively address complex challenges, respond to shocks and achieve thriving futures. To learn more, visit www.fhi360.org.

We are recruiting for qualified candidates for **Finance Associate, EpiC Project – Laos**.

Finance Associate, EpiC Project – Laos (Job requisition 2024201585)

Project Description

Meeting Targets and Maintaining Epidemic Control (EpiC) Project is a USAID-funded project managed by FHI 360 aimed at accelerating the Lao HIV/AIDS response to recruit, reach, test, treat and retain populations in HIV prevention, care, and treatment services. The project will focus primarily on MSM and transgender (TG) women.

JOB SUMMARY:

The incumbent of this position is responsible for providing accounting and financial support to EpiC Project including payment and accounting process and provide quality assurance and capacity building to EpiC partners.

DUTIES AND KEY RESPONSIBILITIES:

- Review payment request and supporting documents to ensure that they follow FHI 360 and donor's rules and regulations. If some issues found, advise staff in EpiC project to solve the issues.
- Prepare Accounts Payable template and import data to GFAS system for further process.
- Create Journal Entries Template to record transactions such as, Travel Expense Report, clearing of cash advance, reclassification of cost allocation, prepaid accounts allocation etc, and import data to GFAS system for further process.
- Ensure all EpiC Project transactions are entered in GFAS system and ensure that they are correct and complete, and included in the month end closing (or Year End Closing).
- Follow up pending project staff travel cash advance with EpiC Finance staff.

- Follow up and review the Quarterly Accrued Expenditure Report to meet the deadline with HQ.
- Maintain financial records related to work performed and provide supporting documentation for auditing and operational purposes.
- Advises EpiC project staff on FHI 360 financial rules and regulations and financial procedures.
- Conducts F&A Checklist and site visit to review financial and administrative supporting documents, document findings and report to EpiC Finance Manager on issues for improvement.
- As part of the EpiC Finance team, provide appropriate capacity building for IAs as assigned by EpiC Senior Finance Officer.
- Conduct follow up field visit to ensure that all findings under the F&A checklist are appropriately addressed and in a timely manner.
- Performs other duties as assigned by supervisor

CONTRIBUTIONS:

- Prepare Journal Entries on DPA system and import data to GFAS system.
- Provide advice & recommendations to finance EpiC staff on documentation for payment requests and related policies, rules and regulations.
- Maintain financial files related to the work performed

KNOWLEDGE, SKILL, ABILITIES, EXPERTISE AND COMPLEXITY:

- Knowledge of generally accepted accounting, budgeting, and fiscal control theory and practices, including General Ledger.
- Interpret financial information and reports.
- With minimal supervision, manage high volume of work flow.
- Relevant software skills including automated accounting software, database spreadsheets and Management Information Systems.
- Work collaboratively and productively within a multidiscipline and multicultural environment.
- Resourceful through technology, research skills, and relationship building among several organization teams and units and professional organizations to resolve problems and initiate enhancements.
- Ability to respond to inquiries independently and follow-up on requests in an efficient manner
- Ability to interpret financial information and reports
- Ability to work collaboratively and productively within a multidiscipline and multicultural environment.
- Good English written and oral communications skills

TYPE AND NATURE OF CONTACTS:

- Routine coordination with FHI 360 employees and consultants.
- Work with people to coordinate work assignments with other individuals, and to resolve problem situations with tact.
- Interact with EpiC project staff and APRO payment team.
- Interact with accounting colleagues domestically and internationally.
- Frequent interaction with others within and outside the organization and ability to resolve problem situations with tact. Requires strong professional relationships with clients/customers.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Usual office working conditions in Laos office and ability to travel domestically as needed.

QUALIFICATIONS:

- Bachelor or Master's Degree in Accounting or Finance with at least 1-3 years of related experience that must reflect the knowledge, skills and abilities listed above.
- Computer spreadsheet experience required.
- Prior experience working with international NGOs and government organizations will be an advantage.
- Position open to Laos nationals or individuals who have the legal authority to work in Laos PDR.

Interested candidates can register and apply online at

https://fhi.wd1.myworkdayjobs.com/FHI_360_External_Career_Portal/job/Vientiane-Laos/Finance-Associate_Requisition-2024201585

Only shortlisted candidates will be contacted.

Deadline for application submission is November 22, 2024

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.