



The Asia Foundation's **Lao PDR Office in Vientiane** is seeking to recruit a qualified and motivated Lao national for the position of **Senior Finance and Grants Officer for a USAID funded program**. This position is full-time and will be based in the Vientiane Capital.

Background

The Asia Foundation (TAF) is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by decades of experience and deep local expertise, our work across the region is focused on governance, women's empowerment and gender equality, inclusive economic growth, environment and climate action, and regional and international relations.

The Legal Aid Support Program (LASP) is a seven-year cooperative agreement with USAID, commencing in 2018. LASP is implemented by TAF, in partnership with the Ministry of Justice (MOJ), the Laos Bar Association (LBA), the Association for the Development of Women and Legal Education (ADWLE), Bridges Across Borders Southeast Asia Community Legal Education Initiative (BABSEACLE), and Village Focus International (VFI). TAF contributes a cost-share through a grant from The McConnell Foundation (TMF).

LASP's goal is to promote the rule of law in Laos through fairer, more consistent, and more transparent delivery of justice according to the law—inclusive of women, the poor, and traditionally underserved populations. LASP is achieving this goal through the implementation of three mutually reinforcing activities under three strategic objectives: 1) Increasing the capacity of MOJ and its legal aid services; 2) Increasing the capacity of the Lao Bar Association (LBA) and Non-Profit Associations (LPA) legal aid services; and 3) Increasing sensitivity to women's rights and empowerment in law-related professions.

The Senior Finance and Grants Officer will provide dedicated support to the USAID Legal Aid Support Program, working closely with the Chief of Party and Country Office Finance Manager.

Duties and Responsibilities

Spending projections and budget monitoring:

- Monitor program expenses against the annual workplan budget and activity-level budgets. Track expense charges against budget categories and advise the Chief of Party on budget realignments.
- Prepares monthly spending projections and work with program staff to ensure that spending meets targets and approved workplans. Hold monthly spending projection meetings with the Chief of Party to advise on the burn rate and propose adjustments.
- Track and analyze time charges of staff, monitors, and gives timely reports on Level of Effort (LOE) charging for all staff.
- Contributes to financial monitoring and management discussions during program review meetings and planning sessions.

Reporting to donors and file maintenance:

- Responsible for ensuring quality and timely production of financial reports as required by the donors and the Foundation.
- Leads in the preparation of draft financial reports to donors as per the approved format and agreed timeframe with the program/unit, and coordinates with The Asia Foundation's home office, Program Finance Group (PFG) as needed.
- Coordinates with PFG for any award budget related queries and/or submissions, review of financial reports and invoices, update of program budgets, cost transfers and co-funding response, new award set-up and amendments, etc.
- Uploads award documents to the Foundation's Award Central database, ensuring timeliness and completeness.
- Review travel advances and expense reports, ensuring proper documentation and compliance.
- Maintains comprehensive, complete, and effective filing system of financial documents.

Subaward management

- Conduct pre-award assessment for potential partners.
- Implement sub-award assessment, monitoring and reporting procedures according to TAF guideline and donor requirements.
- Verify sub-grantees financial report for completeness, identify accuracy and recommend investigation, change, or improvement in collaboration with program and finance unit staff.
- Ensure project expenditure report and subrecipient expenditure reports are accurate, timely and contributes to the quality of donor reporting.
- Provide orientation and training to partners on donor regulations relating to subaward compliance.
- Assist the Country Finance Manager to ensure that timely and accurate financial management information and advice are provided to internal and external stakeholders.
- Ensure that all subgrants deadlines are observed and reporting schedules are met.
- Maintain appropriate program documentation for all projects including subawards, Individual Project Implementation Agreements, guidelines, master files, reporting etc.
- Maintain effective finance filing system is in place according to TAF Lao processes.
- Other tasks as assigned.

Compliance:

- Reviews donor award agreements and ensures compliance by the Foundation to the policies, procedures, and reporting requirements as well as monitoring of reporting deadlines.
- Assists in providing documents and information needed for internal and external audits.
- Respond and coordinate response to program audits.

Qualifications

- Bachelor's degree in accounting, finance, business or related field. Master's degree in finance or accounting preferred.
- Minimum 8 years of professional experience in a financial management role. At least one year of experience working on an international donor funded project. Experience with USAID rules and regulations preferred.
- Demonstrated skills in budget development and management, grants management, finance, and accounting. Experience with Lao banking system and tax law.
- Demonstrated analytical skills, attention to detail and exceptional time management, interpersonal, and excellent communication skills (in Lao and English).

- Proficiency in Microsoft Office programs, particularly Excel and Word.
- Experience in project audits.
- Experience delivering finance and compliance training to staff and grantees.

HOW TO APPLY:

Qualified candidates should submit a CV and Cover Letter as a single PDF document before the deadline **December 20, 2024** to country.laos.peopleandculture@asiafoundation.org or hard copy to TAF office at: 23 Singha Road, Phonxay Village, Saysettha District, P.O. Box 8032, Vientiane Lao PDR. Applications will be reviewed on a rolling basis until suitable candidate is identified

The Asia Foundation is an equal opportunity employer, with personal and professional development opportunities provided to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.