



The Asia Foundation

The Asia Foundation's **Lao PDR Office** seeks a qualified and motivated **Lao national** for the position of **Finance Director**. 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.

JOB PURPOSE

The Director for Finance drives the organization forward by:

- Leading the development and implementation of a sound financial strategy in line with The Asia Foundation's target financial outcomes and risk register
- Ensuring compliance across all regulatory and financial controls
- Building and maintaining a strong finance operations team
- Maintaining good relationships with internal and external partners

PARTNERS

Internal

Regular interaction with Senior Management, the Finance Team, Program Directors, Project Chief of Parties, Headquarters (San Francisco) and country offices counterparts

External

Interaction with donors, partners/sub-awardees of the Foundation, external auditors, vendors

MAIN DUTIES AND RESPONSIBILITIES

Financial Strategy

- Lead the development of a sound financial strategy that maximizes financial opportunities across the organization supported by strong historical, financial, international development, commercial and economic insights and forecasts.
- Partner with senior management in implementing the financial strategy across the organization

Optimized Performance

- Regularly identify and evaluate risks and opportunities to maximize performance across organizational, programmatic, and operational engagements, and activities through sound financial outcomes and cost management.
- Champion and oversee the delivery of insightful, timely, and actionable financial and budgetary reports.
- Stay abreast of current market trends and patterns and act accordingly.
- Provide training and orientation sessions for all staff members on key operational and finance policies such as procurement, sub-award management, and other relevant finance processes and guidelines.

Compliance

- Oversee the organization's fiscal activity, including budgeting, reporting, auditing, and taxation.
- Champion efforts in educating, communicating, securing buy-in and compliance to relevant regulatory and financial controls across the organization to eliminate or minimize legal, operational, and financial risks including donor and government compliance.
- Review donor Award Agreements and ensure compliance by TAF particularly on sub-awards and procurement/contracts but also on annual certifications or other organizational requirements.
- Provide training to grantees and consultants/contractors on financial management and TAF policies including, but not limited to, Code of Ethics, Conflict of Interest, Fraud Prevention, Child Protection, and Gender Equality.
- Ensure all legal and regulatory documents are filed on-time.

Excellence in Financial Operations

- Ensure a well-structured, streamlined and well-staffed finance operations organization to address and fulfill requirements across all functional areas:
 - Controllership (General Accounting, Budgeting, Program Finance Management)
 - Grant Management
 - Accounts Payable
 - Accounts Receivable
 - Financial Reporting and Compliance
 - Financial Planning and Analysis
- Assess organizational spending and work to reduce costs
- Perform other functions as may be directed by the Country Representative and Deputy Country Representative

QUALIFICATIONS

Experience

- Experience in a senior management position
- Minimum ten (10) years of professional experience in Finance
- Strong financial and accounting background, including an understanding of fundraising and operational budget management, balance sheet and cash flow management, and general finance and budgeting.
- Experience with budget management, public accounting, and cash flow
- Experience with corporate governance; experience in governance of International Development Organizations and/or multilateral organizations is an asset
- Knowledge of the INGO community and government agencies preferred
- Knowledge of USAID or other international donor agency requirements and regulations preferred
- Proven negotiation skills

Education

- Bachelor's degree in accounting, Finance is a requirement. Master's Degree or specialized accounting certification is preferred.

Others:

- Excellent verbal and written communication skills in both English and Lao
- Strong time management and organizational skills
- Strong attention to detail and ability to multi-task
- Knowledge of MS Office package, SharePoint, and other programs related to work planning and organization
- Familiarity with procurement processes and procedures
- Proficiency in accounting software
- Strong aptitude for Math
- Strong analytical skills
- Broad knowledge of accounting principles

HOW TO APPLY:

Qualified candidates should submit a CV and Cover Letter as a single PDF document before the deadline **February 14th, 2025**, to country.laos.peopleandculture@asiafoundation.org or a hard copy to the 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, providing personal and professional development opportunities to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.