

Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Finance and administration manager (Lao Nationality)

■ Responsibilities:

- Maintain an effective internal control system to ensure prevention and detection of fraud, embezzlement, bribery and any kinds of misconduct against Good Neighbors Code of Conduct and Field Office Manual for Financial Controls & Procedures
- Supervise and organize the finance function in the country and manage employees, activities and all aspects within the finance team, to follow the approved plan, budget and relevant procedures realizing donors' financial objectives and Good Neighbors
- Lead and manage the accounting system and financial record, enforce policies and procedures, and maintain internal controls over receipts and disbursements.
- Translate the global finance strategy and policies into country context, considering national context and the Good Neighbors Laos operation & program plan.
- Manage financial operations for budgets and forecasting, financial reporting, cash flow and cash management.
- Responses to document requests for the organization annual audit and supports statutory audits.
- Manage activities of CDP team to ensure that the field office's financial and administrative matters are executed efficiently based on the manual and guideline.
- Ensure all necessary financial accounting activities and checks are executed accurately, completely, and timely and the complete and correct allocation of costs and time
- Validate the Country payroll and ensure tax calculations and contributions are made in line with Lao PDR tax laws.
- Perform due diligence for new implementation partners, sets up systems and procedures to frame grant management. builds implementation partners capacity in grant management and ensures the monitoring of grant management by implementation partners.
- Suggest actions and supports improving financial performance on the projects.
- Estimate financial risks and take measures to mitigate these in line with donor and Good Neighbors guidelines.
- Regularly review the project portfolio and assess if a potential risk exists of future cash collection of receivables in any project.
- Guides, develops, coaches, and motivates the in- and external finance staff, and motivates the in- and external finance staff to realize the objectives of department.

- Control Gifts-in-kind (GIK) tracking and customs clearance including tax exemption and issuing reports to comply with requirements by donors or GPC/GN Korea
- Manage the assets list and update as needed.
- Supervise to ensure the incoming and outgoing letter system is well managed and followed.
- Develop and implement programs to promote organization's high ethical standards among all staff.
- Maintain transparent and good professional working relationship with stakeholders
- Supervise all procedures regarding procurement, logistics, asset and vehicle management are accurately complies with standard of Good Neighbors
- Oversee management responsibilities of the Good Neighbors Laos team
- Monitoring the regulatory framework of the financial management system to ensure the project financial management policies, systems, and procedures in accordance with the rules and regulations of donors are well implemented.
- Ensure that all accounting transactions are properly authorized, by an online system (Docswave), supported by proper documentation completed in accordance with the agreed procedure

Qualifications and Experience

- Bachelor's degree in accounting, Finance or other related fields or Business Administration with courses in accounting, or a qualification in master's degree in a related field with a focus on accounting preferred. Professional certification in accounting or a related field is highly preferred.
- Minimum of five years of accounting experience in an international operations environment.
- Additional education may substitute for some experience.
- Requires knowledge of generally accepted accounting principles and practical knowledge of financial systems, internal financial controls and procedures.
- Excellent communication skills in English.

Skills

- Excellent relationship management skills with the ability to negotiate, influence, and get buy-in from people not under direct supervision.
- Excellent strategic, analytical, problem-solving, and systems thinking skills with a capacity to see the big picture and the ability to make sound judgments and decisions.
- Very good review, monitoring, and planning skills with a strong eye for detail.
- We believe flexible working is key to building the Good Neighbors Laos of the future, so we're open to discussing flexible arrangements that might work for you.
- Ability to work in a cross-cultural situation.

Travel

- Must be willing and able to travel up to 20%.

Application Information

All interested candidates are required to submit their Cover Letter and CV via email (Chindavone@goodneighbors.org, CC: leo8008@goodneighbors.org) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. Salary 15,000,000Lak /month Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 28th March 2025.**



Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	One year contract (possible to renew)
Deadline	28th March 2025.
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
Telephone	021 415711 or +856 20 5922 7222
Contact Email	Chindavone@goodneighbors.org , CC: leo8008@goodneighbors.org)
Additional Information	
Attachment	
Last Edited	
