

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 officer (Lao Nationality)

■ Responsibilities:

- Require financial transparency and accountability every single moment.
- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations.
- Ensure that accurate records are kept by finance and administration guideline.
- Prepare reports and documents covering accounting transactions for management review.
- Entry journal(s) in to the financial account system (QuickBooks)
- Prepare payments, bank transfers and do the bank transactions.
- Plan, direct, and control accounting and financial operations.
- Develop and maintain financial systems.
- Ensure compliance with financial regulations and organizational policies
- Lead and manage the cleaner on the office hygiene and tidiness.
- Maintain transparent and good professional working relationship with suppliers
- Follow and support direction from AD manager and work smoothly and closely with HO and CDP staff.

Qualifications and Experience

- Bachelor's degree or equivalent (Business administrative or finance or accounting)
- Excellent knowledge and experience of budgeting, financial reporting, and managing audits .
- 3 years' experience in development field with a university degree or 05 years' experience preferably in implementation of projects/programs in the domain of development and protection, child rights or community empowerment.
- Working knowledge in general office software applications (Eg. Word, Excel, Outlook, QuickBooks)

Skills

- Good level of proficiency in Windows Excel and quantitative and qualitative
- Good reporting skills in English and Lao is essential for this position
- Have critical thinking,
- Demonstrated ability to train and build capacity of others
- Experience in an International Non-Governmental Organization (INGO) or non-profit association (NPA) or in the United Nations (desirable)
- Ability to work under stress, with high responsibility to deliver the assigned task on time

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 8,000,000Lak /month Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 6th May 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	6th May 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	
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