

Job Advertisement

VA no.2025-21

HELVETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Finance Assistant
Project	Public Information and Awareness Services for Vulnerable Communities (PIASVC) Project
Location	Vientiane capital
Duration of contract	12 Months
Date of entry	ASAP
Tasks	<p>A. All subgrantees supportive documents are thoroughly checked and verified.</p> <p>B. Improved financial management and financial reporting by subgrantees.</p> <p>C. Filing system is well maintained with all documents adequately filed and stored in hard and soft copies.</p> <p>D. Payments are made in a timely manner, and petty cash is well maintained.</p> <p>E. Adherence to Helvetas values and principles and their application in daily operations.</p>
Profile/Qualification	<p>Mandatory</p> <ul style="list-style-type: none"> • Bachelor's degree in finance, Accounting or Business Administration or other relevant degrees • Understanding and experience of finance and accounting systems and policies • Familiarity with Auditing practices • Strong computer skills, particularly Excel • Multi-tasker and able to prioritize effectively. • Strong interpersonal skills and good information-sharing/Communication skills • Accuracy, analytical skills and attention to details • Outstanding social, team building and communication skills • Lao and English (fluent)

Application address	To apply please fill in your information on the link here https://forms.gle/ct5gb7aqx1Bcp5j37
Deadline for application	20th April 2025// Extended to 4th June 2025
Indication/Remarks	<ul style="list-style-type: none"> • Detailed job description can be made available on request to email address laos.recruitment@helvetas.org • Only shortlisted candidates will be invited for an interview. • Attractive salary and benefit package for the right candidate as per the HELVETAS Laos, Policies and Procedures

*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***