

## JOB ANNOUNCEMENT FOR LAO NATIONAL ONLY



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO have on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

### Finance Coordinator 01 position based in Vientiane capital

#### Job Purpose:

The Finance Coordinator (FC) is responsible for producing the quarterly and annual government financial reports. Coordinate with other departments for collecting the budget plan and assist CFM to update the Reforecast in Adaptive insight system. Review and give feedback on the monthly payroll, and ensure that the VTE financial records are complete, up-to-date, and compliant with MAG's financial policies and procedures, supervise Finance officer and encourage to develop in their role.

The Finance Coordinator will report to the Country Finance Manager (CFM), on a regular basis, updating them on the completion of various government financial reports and the level of compliance / completeness of the financial records. Prepare and deliver a support document for the auditor's requirements. Working as part of the finance team, the FC will have to occasionally cover for the other Finance Officer (FO) and be able to process payments and record transactions on MAG's financial management system. The post is essential to the smooth running of the finance department, and the FC will regularly communicate with staff in MAG Laos and MAG UK. The FC will work with customers and suppliers, dealing with queries and disputes. In addition, the FC will also be liaising with the bank to oversee payments and general administration.

#### Responsibilities:

- Draft quarterly and annual government financial reports for each project, passing to the CFM for review and finalization.
- Work with HR to review Personal Amendment Form (PAF) and review the monthly payroll within strict deadlines. Check for errors and ensure accuracy of figures and budget codes before passing to the Country Finance Manager (CFM) for completion.
- Review staff severance to verify it aligns with HR policies and payment methods and feedback to CFM and HR team.
- Assist CFM to enter data to update the Reforecast in Adaptive insight system.
- Review VTE cashbook and work Finance Officer (FO) to ensure that month end processes are completed accurately and on schedule.
- Review VTE finance documentation as per the Delegation of Authority Matrix, ensuring paperwork is completed correctly and that the correct authorizations are in place.
- Assist in the production of month end and year end information for HQ, as requested by the CFM.
- Provide support for internal and external audits, pulling back-up and working with other departments to ensure documentation is complete and MAG performs well in all audits.

- Line manages the Finance Officer in Vientiane, ensuring he/she is supported and encouraged to develop in their role.
- Prepare Vientiane payments while the Finance officer is on leave.
- Assist the CFM in the implementation of procedures, including participating in training of colleagues (both finance staff and non-finance staff)
- When requested, travel to the provinces (Xieng Khouang and Khammouane) to provide financial support to colleagues.
- Review and feedback on the incorrect international staff timesheet
- Send monthly HQ exchange rate to related staff.
- Coordinate with HR and Logistics department to update CreditSafe and submit to HQ as deadline.
- Respond quickly to all queries and requests for financial information.
- Deputize for the CFM at internal and external meetings when the CFM is not available, or when requested by the CFM or HoSS.
- Other ad hoc duties as requested by CFM or HoSS.

### **General**

Occasional travel is required to XKH and KHM provinces. This may require weekends and work outside of the normal office hours. TOIL will be granted for weekends worked at the authorization of the CFM

### ***Requirements and Qualification***

#### **Essential Qualifications**

- Bachelor's degree in finance, business administration or other related fields.
- Good understanding of general accounting principles.
- Excellent written and spoken Lao and good written and spoken English.

#### **Essential Experience**

- At least two years of experience in accounting

#### **Essential Skills and Knowledge**

- Excellent in MS Office, especially MS. Excel.
- Excellent attention to detail.

#### **Essential Aptitude**

- High level of honesty and integrity
- Respect MAG internal policies and requirement
- Teamwork oriented
- Experience of dealing with audits

### **Terms and Conditions**

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

### **Application procedure for the positions**

Please apply through this link

<https://forms.gle/kUHoNUTBQn4ZWHjy6>

Any inquiries please contact **021 251 849/ 252 004**.

**The closing date for applications is June 1, 2025.**

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to [safeguarding.la@maginternational.org](mailto:safeguarding.la@maginternational.org)