

Job Advertisement

VA no. 2025-22

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 & Admin Officer
Project	Hidden Jewel Project
Location	Phongsaly district, Phongsaly Province
Duration of contract	1 year with a possible extension
Date of entry	ASAP
Tasks	<ul style="list-style-type: none"> • Personal work approach, teamwork, and representation of the organisation • Organise and coordinate office operations and procedures through efficient and effective administration management and good public relations. • Ensure efficient and effective project financial management including preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, procurement, maintaining accounts payable and managing office operations. • Organizational development, building the capacity of subordinate staff, participation and representation.
Profile/Qualification	<ul style="list-style-type: none"> • Diploma and/or Degree in business administration, finance, accounting or equivalent. • Knowledge of modern accounting methods, accounting software including electronic bookkeeping. • At least 4 years of experience working in finance and/or admin of a development project. • Good interpersonal skills, ability to handle multiple tasks and priorities effectively. • Self-directed, reliable, accountable and with good communication skills. • Ability to clarify application of HELVETAS admin and finance procedures among project and partner staff for consistency. • Ability to build the capacity of the driver and assistants handling basic administration tasks. • Energetic, team player, selfless, interested to help others. • Good communication skills with excellent command of Lao (spoken and written) and good command of English (understand Basic English to write emails and vouchers). • Able to use basic software effectively (word, excel, access, power point); internet (emails). • Good with accounting tools and software.

Application address	To apply please fill in your information on the link here https://forms.gle/SLwvmYuFrFY41PrEA
Deadline for application	6th July 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.**