**Finance Officer**

**Soukouma District, Champhasack Province**

**World Vision is a global community of millions, working together for one purpose: to change the lives of vulnerable children.**

***Our vision for every child, life in all its fullness.***

**Are you a motivated professional who wants to make a difference in Lao PDR?**

World Vision International Lao PDR is looking for The **Finance Officer** will work within the BASIN projects to enhance economic resilience through the promotion of climate-smart agricultural practices in agri-food systems in Soukouma District, Champasak Province, Laos, and develop inclusive markets prioritizing women and marginalized groups. Project aims to tackle interconnected issues of climate change and social inequality while empowering vulnerable communities for sustainable livelihoods by collaborating with market actors on inclusive and green business models that engage poor and marginalized groups, while also building their productive capacity and enhancing women’s economic empowerment.

The Finance Officer will ensure smooth functioning of day-to-day finance and accounting operation of projects in the location. S/he will provide support to enable the program operations and administrative to be carried at an acceptable level of risks and comply to both WV Partnership standard and local statutory requirement. This position will work with all stakeholders in province and National Office implementing WV stewardship and provide financial support and assistance on all aspects on operations implications of decisions to be made and to achieve the FY22-FY26 strategy.

**Major Responsibilities:**

**Cash Advance & Settlement/Staff Payments**

1. Review Cash Advance and settlement for all T-codes to ensure the codes are not missed by following the Chart of account and approve it on the GEMS system
2. Prepare GCV, GDV and GJV for the zone office and follow up field staff to attach the original on the Vouchers.
3. Post cash advance and settlement transaction into hold on Sun Systems
4. Ensure field staff settlement within 7 working days based on the FFM manual.
5. Review of medical claim of staff
6. Prepare the summary sheet, obtain TP provincial manager and send it to National Finance Coordinator to process payment.

**Provision / Supplier process**

1. Ensure all T-Codes are correct while reviewing Purchase Requisitions in Coupa
2. Review all payments documents to ensure compliance to WV requirement before submit the request in Coupa
3. Prepare Supplier invoice with all required details by ensuring submitting invoice for payment on Provision for PO Back and Split billing and it ensures no duplicate invoice during submitted.
4. Prepare Supplier invoice with all required details by ensuring submitting invoice for payment on Coupa Mail Box for None-PO and it ensures no duplicate invoice during sending.
5. Monthly review for accruing transaction that sent by P2P team to ensure all T codes accuracy
6. Coordinate with National finance team to ensure the payment to supplier within the timelines.
7. Ensure all supporting document is attached to the vouchers and align with donor guideline.

**Finance Operation**

* 1. Update tool and allocate prepaid account to ensure it is done within the month.
  2. Prepare journal vouchers and attach with supporting document
  3. Obtain the project manager in the location and filling all vouchers.
  4. Work with project manager coordinator for the monthly project request and quarterly cash forecast and send to NO finance officer (Cash & Budget) to request from global.
  5. Contribute to continuous improvements and simplification of financial processes and policies.
  6. Ensure all fixed assets in the location are tracked, inventory is conducted and verify database is updated.
  7. Review and prepare monthly salary clearing, logbook clearing as monthly basic and ensure all zone staff submit LDR on time and accuracy
  8. Provide financial services & accounting support to field staff to ensure WV financial requirement, systems and procedures are implemented properly
  9. Review cash request for project to ensure that project has sufficient fund to use within the month and meet target low of national finance department. Send the cash request to NO finance on time.
  10. Review all monthly Labour Distribution Report (LDR) allocations to be charged in salary and benefits payments with accuracy and timely manners

**Planning & Budgeting**

* 1. Follow up project budget and send to National Finance Office to post to Sun Systems
  2. Review all changes to LEAP budgets, including changes in annual amounts, carry forwards, and midyear budget revisions
  3. Provide technical support to TP coordinator. Assist TP Coordinator with preparation and revision of LEAP.
  4. Documented the tasks that has been assigned to in the simple Microsoft Word, Excel, or PowerPoint documents after the end of the contract to for knowledge evaluating purposes.

**KNOWLEDGE/QUALIFICATIONS FOR THE ROLE**

**•** A minimum of 2–3-year work experience in Finance & Accounting

• Experience in INGO project budgeting and grant financial management

• Experience in operating Sun systems or other accounting system

• Bachelor degree in Accounting of Finance. Master’s degree preferred.

• Computer literate in Accounting Software, Microsoft Office, Lotus Notes or similar database, email and Internet programs

• Advance skills with Spreadsheet Analysis, and Sun System Accounting Package, Q&A Reporting

• Strong knowledge on GAAP and Familiarity with general accounting principles

• Clear understanding of written and spoken English.

• Ability to work in a stressful situation and in cross-cultural condition.

**Travel and/or Work Environment**

As required by the project implementation.

In good physical condition to travel to districts and reach remote villages.

**Language Requirements**

English/Lao

**Decision Making**

Decisions to be made according to the Level of Authority (LOA) in consultation with the immediate supervisor.

**Encouragement**

World Vision is committed to the principles of workplace diversity. Qualified women and people with disabilities are encouraged to apply.

World Vision offers a competitive salary and comprehensive benefits package. We offer a challenging work environment, opportunities to lead, and a commitment to growing your skills in a fulfilling and international working environment.

**Application**

Interested candidates are invited to submit a **COVER LETTER** and **CV** to the link below. Please indicate the **POSITION TITLE.** Deadline for application is **22 June 2025,** however applicants are **encouraged to apply early** as applications will be reviewed on an ongoing basis and the position will close early if a suitable candidate is found.

**Women are strongly encouraged to apply.**

**Please submit your application to this link:**

[**https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Soukhoumma-ADP-Laos/Finance-Officer\_JR42860**](https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Soukhoumma-ADP-Laos/Finance-Officer_JR42860)

**Code of Conduct**

World Vision has zero tolerance of incidents of violence or abuse against children and other people in the communities we serve, either committed by our staff or others connected to our work. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. All World Vision’s employees are required to adhered to and promote World Vision shared responsibility and obligation to report matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct which may involve Conflicts of Interest, Fraud, Corruption or Harassment.

**Learn more about us**

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