

Job Advertisement

VA no. 2025-30

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	Senior Finance Officer – Short-term
Project	Lao Upland Rural Advisory Service
Location	Vientiane Capital
Duration of contract	5 months (Sep 2025 - Feb 2026)
Date of entry	Asap or from early Sep 2025 onwards
Tasks	<ul style="list-style-type: none"> A. Ensure sound financial management, monitoring, and reporting of the LURAS budget. B. Ensure timely and accurate financial registration and operation of the LURAS budget in accordance with HELVETAS guidelines. C. Provide sound support and guidance on financial matters and procurement to project partners to ensure HELVETAS guidelines are followed. D. Adhere to Helvetas values and principles and their application in daily operations
Profile/Qualification	<ul style="list-style-type: none"> • Diploma or relevant training certificate(s) in administration and/or finance. • Higher vocational level of education with several years of experience in project finance. • Minimum 5 years' experience in project finance, including at least 1 year as the main financial officer responsible for financial management, monitoring, reporting, and forecasting. • Recognized accounting qualification, with hands-on experience in financial accounting and account management. • Demonstrated ability to work independently with a high level of accountability, accuracy, and diligence. Strong decision-making, coordination, communication, and conflict resolution skills. • High level of integrity, incorruptibility, and commitment to ethical standards and values of the organization. • A team player who is approachable, flexible, proactive, and committed to team collaboration. • Lao national with strong English communication skills (written and spoken). • Proficient in accounting software, advanced in Excel, and well-versed in Microsoft Office 365 tools.

Application address	To apply please fill in your information on the link here Link to application form
Deadline for application	25th 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.**