



Until we are all equal

We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Luang Prabang, Saravan, Champasak and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. Visit www.plan-international.org for more information.

Plan is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQIA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

Project Admin – Finance Officer, 3 Positions

Work Location: *(Please mention your preferred work location in the subject line of your email)*

- **Vientiane Capital** - 1 Position
- **Luang Prabang Province** - 1 Position
- **Champasak Province** - 1 Position

The Admin - Finance Officer is accountable for supporting the effective administration and financial management of the Lasting Laos and Plastic Smart Laos projects as well as the Small Matching Grants Programme. The positional plays a crucial role in ensuring efficient and effective financial, logistical and administrative support, in-line with Plan's procedures and policies and general good business, value for money and transparency practices. The position is responsible for a variety of tasks, including financial management, procurement, supply chain management, fleet management, asset management, administration, and general logistics. S/he will work closely with the Project Manager, Senior Grants-Finance Officer, Senior Project Officer, Chief Technical Advisor and LNCCI staff who are based in Vientiane Capital, as well as other members of the project team based in Luang Prabang and Champasak. This position has no direct reports.

The position(s) will support 2 complementary projects: (1) the Lasting Laos project, funded by the European Union under the SWITCH-Asia programme with co-funding from Plan International Germany and the TUI Care Foundation; and (2) the Plastic Smart Laos project, funded by the Global Environment Fund (GEF) and the French Fund for the Environment (FFEM).

Duties and responsibilities will include:

- Maintain daily book keeping records of the project and ensure they are up to date;
- Follow up daily expenses and cash advance of the project and ensure they are cleared on time;
- Prepare payment voucher and check for the Senior Grants Finance Officer to review before sending to approver;
- Reconcile weekly and monthly cash and bank balance in the account and submit to Finance Manager to review;
- Monitoring to ensure that all payment requests are in compliance with approved budgets, account codes following the financial procedures of Plan International and Plan Laos Finance Manual;
- Follow up daily expense and cash advance to ensure they are cleared on time;
- Support cash management (e.g., cash advance, advance clearance, etc.) of Plan staff and partners when required;
- Ensure all financial documents and reports related to projects/partners are filed properly;
- Manage all travel logistics (e.g. vehicle rental, flight booking, hotel booking) and coordinate with any service providers (e.g. travel agency, hotels, drivers, etc.);
- Manage the administration of the project, including maintaining office supplies and equipment, handling deliveries, and coordinating any other needs related to the office;
- Provide support on purchase/acquire/deliver fixed assets, goods & services as required;
- Facilitate procurement processes including obtaining quotations for goods and services in compliance with the Plan Procurement Policy and each donor conditions;
- Assign inventory number for every fixed asset purchased/acquired and keep record of inventory holders by maintaining fixed assets database;
- Other finance and administrative tasks as deemed necessary.

Qualifications, Experiences:

- Degree level education or equivalent demonstrated ability essential (strong preference for Business Administration or related discipline)
- At least 3 years' experience working in administration and finance; previous experience with an NGO will be a significant advantage
- Knowledge of financial management system and internal control procedures
- Knowledge of procurement, fixed asset management and other administrative procedures
- Knowledge of SAP basic would be an advantage.

Skills:

- Strong planning and organization skills are essential;
- Excellent computer skills (including Word and Excel) are essential;
- Lao language skills are essential; must be able to communicate effectively in English (both written and spoken);
- Ability to coordinate effectively with project partners, suppliers, service providers and other agencies is essential;
- Ability to manage own tasks and to set and meet priorities and deadlines without close supervision is essential.

Leadership Behaviours:

- Ability to collaborate effectively with a wide range of stakeholders including government, private sector, service providers and other development agencies;
- Ability to mentor team members and project partners;
- Ability to influence others' behaviour through effective relationship building;
- Positive, pro-active and flexible working attitude.

FOR ALL PLAN POSITIONS:

- We strongly encourage equally qualified female candidates to apply.
- Strong commitment to the equal rights and participation of girls and women is essential.
- Strong commitment to the Rights of the Child is essential.
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks.
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into.
- Short listed candidates will be required to attend panel interviews and other selection procedures.

Herewith the Job Description (JD): [JD Project Admin - Finance Officer, based in VTE CPS LPB FINAL](#)

CLOSING DATE FOR APPLICATIONS: on 7th of September, 2025

TO APPLY FOR THIS POST:

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to PlanLaos.JobVacancies@plan-international.org

Important: When submitting your application, please clearly specify the preferred work location (Province) you are applying for.

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.