

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role's purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

Note: All position grades are determined by the People & Culture (HR) Team. Please DO NOT fill in the "Grade" box below.

Position title: Sr. Finance and Administration Officer	Date requested: 20/08/2025
Position Type (FT/ part-time/ ST etc.): Full-Time	Grade (for HR use only): E
Division:	Department: Finance & Administration Department
Location (Country, City): Dak Cheung District, Sekong Province	Incumbent's name (if applicable): N/A
Line Manager: Provincial Manager (PM)	Dotted-line Manager (if applicable): Finance & Admin Director
Travel Requirement: None %	

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The overall purpose of this position is to ensure the effective and efficient operation of CARE International in Lao PDR's program in Sekong and Saravan Provinces, by carrying out day to day financial and administration/logistic duties following the CARE and Donor Guidelines and Policies.

Further, Sr. Finance & Administration Officer is appointed as Security Focal Point for Sekong and Saravan Provinces.

This position is based in Sekong Province – Field Office, with travel required to project target areas as assigned by Provincial Manager (PM) and to other CARE project areas if required.

This position will be supervised by Provincial Manager (PM) and directly manages Procurement & Admin Assistant, Guards, Cleaner and Driver (if any)

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1

FINANCIAL MANAGEMENT	30 %
<ul style="list-style-type: none"> • Check all transactions and upload them to the Jira system. • Send all required financial original documents to the Vientiane office. • Ensure timely closure and prepare the correct supporting documents. • Assist with monthly budget/cash or fund request/ costed work plan follow up. • Check that all payment, cash advance and acquittal vouchers are completed and coded as per Care's Chart of Account and ensure that they are properly approved. • Manage sub-office safe, including cash count follow up. • Ensure payment and receipt vouchers are supported with valid supporting documents when submitted by staff for payments. • Ensure vouchers are well prepared and authorized by the line manager before payments are made. • Ensure all safety checks while withdrawing cash from banks. • Arrange bank transfers for project activity implementation as requested by the project managers. • Ensuring that CARE's and donors' financial policies and regulations are upheld at all times. • Transfer money to suppliers. • Ensure scan or photocopy all finance doc before send to Finance Team in Vientiane. • Keep track of all receivable and payable balances and clear them as often as possible. • Perform relevant checks concerning budget codes such FC, PID, AID, DID, etc. before entering them into financial system. • Provide information/financial documentation for auditing requirements. • Other requirements from the Project Manager and Financial team. 	

JOB RESPONSIBILITY 2

ADMINISTRATION AND ASSET MANAGEMENT	30 %
<ul style="list-style-type: none"> • Lead and manage office guards and housekeeper (if any). • Lead and manage the office hygiene and tidiness. • Ensure office utilities are properly working in order and timely maintained. • Ensure office supplies are adequately stocked and available when require. • Ensure the office premise are timely repaired and safe to be used. • Ensure the incoming and outgoing letter system is well managed and followed. • Manage office storage room to be functional, up to date storage/stock inventory. • Prepare office supply consumption report, forecasting for ordering. • Ensure that all team members, visitors and guests are treated fairly with respect and empathy. • Ensure that effective relationship between projects and programs is occurring and those relationship channels are open. • Maintain a good working relationship providing high quality support for all team members. • Attendance of relevant CARE staff meetings and activities. • Prioritizes responsibilities and meets schedules and deadlines. • Assist with office administration – including asset follow up, timesheet follow up. booking 	

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accommodation, etc.

- Oversee the registration, marking, and tracking of all assets on receipt of the asset(s).
- Lead the financial year end asset and inventory counts process in all sites and ensure that appropriate Logistics and Program staff are involved in this process;
- Ensure updates of asset and property disposals.
- Oversee the registration, marking, and tracking of all assets on receipt of the asset(s).
- Lead the financial year end asset and inventory counts process in all sites and ensure that appropriate Logistics and Program staff are involved in this process.
- Act as CARE Laos Safety and Security Focal Point (S&SFP)
- Other tasks advised by the project manager and Vientiane Admin Team.

JOB RESPONSIBILITY 3

PROCUREMENT MANAGEMENT

20 %

- Support in procurement process for a project and the delivery of supplies, and keep all parties informed of any changes.
- Maintain transparent and good professional working relationships with suppliers.
- Identify and maintain an accurate and up-to-date supplier information database for regularly purchased items and keep informed of local market conditions.
- Ensure that all purchased goods are of satisfactory standards and fit for the purpose intended.
- Ensure high quality of logistic procedure for purchase of assets, their movement from one place to another and their delivery and disposal.
- Support in overall logistics of procured items.
- Ensure that procurement records are up to date in the Purchase Request (PR) tracking sheet.

JOB RESPONSIBILITY 4

LOGISTICS AND VEHICLE MANAGEMENT

10 %

- Manages of the CARE fleet (motorbikes and vehicles)
- Ensure vehicles are given proper maintenance.
- Maintain a booking system for vehicle use and are available when requested according to the schedule.
- Maintain and assure that registration and insurance records are current.
- Follow up drivers' daily check of the vehicles including fuel refilling.

JOB RESPONSIBILITY 5

HUMAN RESOURCE ADMINISTRATION

5 %

- Ensure all forms are completed and filed during the recruitment process before submitting them to HR unit, e.g., Contract extension forms, interview reports, recruitment request forms, etc.
- Assist during the recruitment process, including preparing a long list of CVs, assist during the interview process when requested, e.g., making appointments, note taking, interviewing.
- Support Project Manager to organize staff orientation/induction programs; and assist for staff orientation/induction programs at field office when is required.
- Ensure that staff has access to copies of the CARE International in Lao PDR's HR policies and procedures.
- Assist with benefit briefings and other benefit training.
- Regular briefing to staff on key CARE HR policy aspects (e.g., DSA regulations, leave, etc.) as well as the anti-fraud and corruption policy.

OTHER RESPONSIBILITIES AS ASSIGNED **5 % of time**

- Participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CARE's commitment to Child Protection.
- Follow CARE staff code of conduct

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

- Minimum bachelor's degree in accounting or other related fields and administration with 4 years' experience preferably with an International Non-Government Organisation (INGO) and/or private company;
- Proven experience in accounting or equivalent; (e.g., logistics, Community Dev, HR, Finance (PeopleSoft, etc.);
- Demonstrated ability to represent the organization with high level external audiences;
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills;
- Demonstrated experience in effectively leading, people management and motivating a team;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Representational skills including developing networks and relationships with key stakeholders;
- Fluent oral and written communication skills in Lao and intermediate in English; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point and Excel

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face. **Select Level: Level 2**

Level 1: What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis

Level 2: What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.

Level 3: Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Competencies

CARE has 5 Core Competencies that **all** staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE's Job Classification System.

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING Level 2- Capable**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION Level 2- Capable**
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET Level 2- Capable**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS Level 2- Capable**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION Level 2- Capable**
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **STRATEGIC LEADERSHIP & EXECUTION Choose Level**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP Choose Level**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills

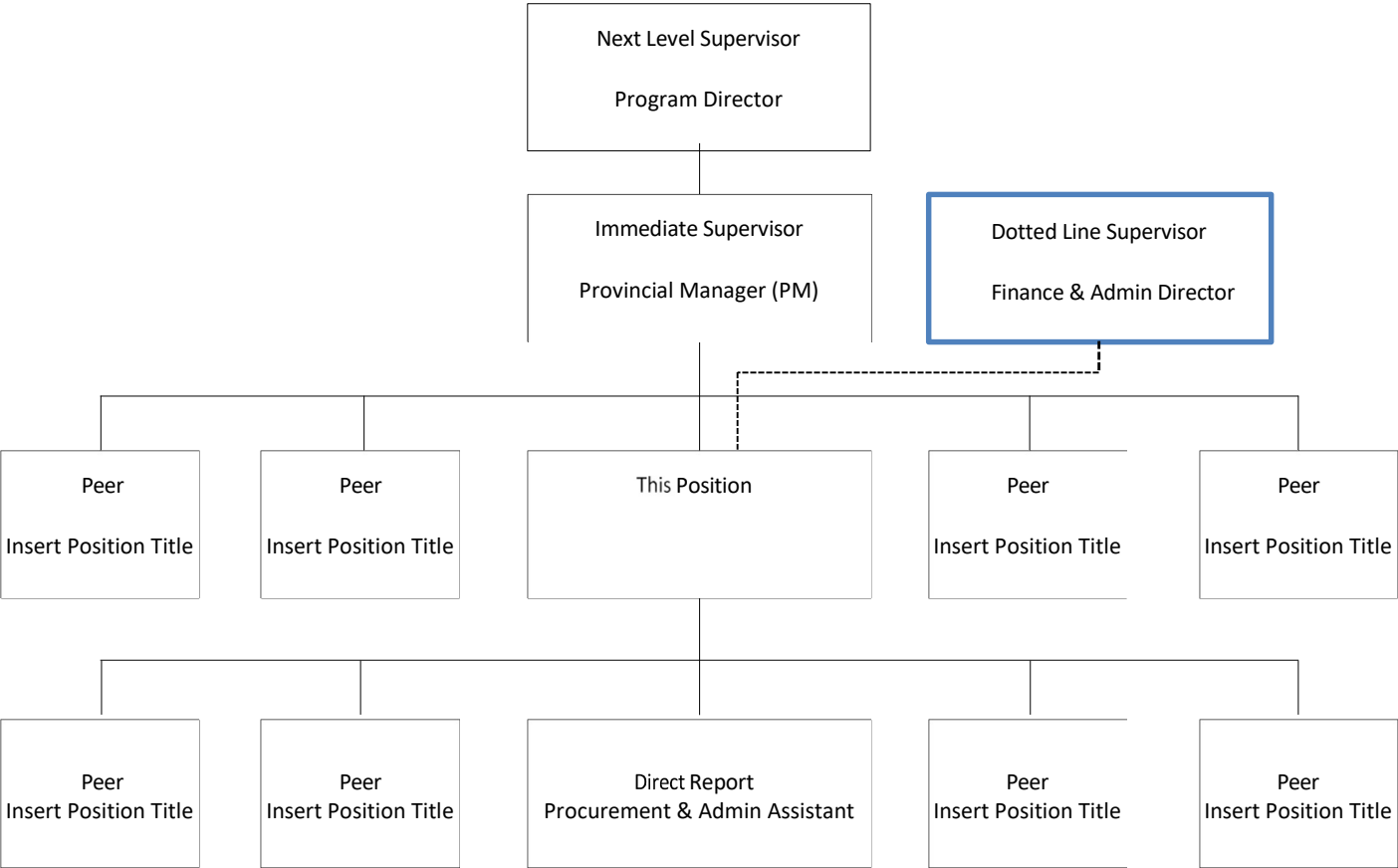
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needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Competencies	Proficiency Level
1. Ability to influence staff to understand the procurement policy and follow the donor rule & regulation.	Level 2- Capable
2. Effective communication with internal staff & partners together with the government counterpart.	Level 2- Capable
. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	Level 2- Capable

Organization



Sign-off

Employee Name:

Employee Signature: Date:

Manager Name:

Manager Signature: Date: