



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](http://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:

### **Finance Coordinator**

Based in Vientiane Capital

#### **Duties and responsibilities will include:**

- Maintain daily book keeping records and ensure that they are up to date.
- Follow up daily expenses to ensure that they are cleared on time and all cash advances to be financed by Plan Laos to projects.
- Support the financial documents related to multiple WBS/FAD to auditors.
- Maintain and entry the data into accounting system (SAP) including system induction for new staff and also provide further technical support as required.
- Being key person to monitor and cleansing open items in SAP on balance sheet account.
- Support Line Manager to prepare Month End by being key person to provide the data of transaction support tab and to responsible for preparing the monthly bank reconciliation.
- Create new WBS such as: Flex fund, modify WBS or budget and create new output code as well as new vendor creation.
- To prepare the internal reporting such as Prepayment expenses report, Advance Control Book, Accrual account report.
- Ensure the summary sheet of consultant tax is prepared and payment is on time.
- To regularly maintain the financial documents for all CO and PU for both hard and soft copy as well as the monthly Cash Forecast to be properly filing.
- Closely working with CO and PU Finance team regularly to delivery completed account report and other required reports and available to visit PU anytime when require to support them.
- Ensure timely request of funds for Plan Laos, partner and communities to deliver Project Output in accordance with approved budget and time schedule as well as monthly cashflow forecast are collected on time.

- Ensure end to end process of national and international payroll are executed within given time frame with up-to-date data including adjustments, tax calculation, provident fund, bonus. Local withdraw etc.
- Ensure that end to end process of payment to staffs, vendors, partners, consultants and contractors are reviewed in compliance with OM and forwarded to DOA.
- Ensure that intercompany recharge In – Out are on timeframe of financial year schedule.
- Being key person to check the revaluation after the period closed in each month.
- Being key person to deal with RH/GH for accounting feedback (if any).

### **Qualifications, Experiences:**

- University Degree in Finance or equivalent.
- Knowledge on Accounting software or similar system.
- Experience in international accounting and financial management.
- Knowledge and good understanding on Plan finance/accounting system.
- Knowledge and manageable on multi system.

### **Skills:**

- Good computer skills (including Word and Excel) essential.
- Good written and spoken English is essential.
- Good inter-personal and communication skills essential.
- Good bookkeeping.
- Problem solving and negotiation skills.
- Good understanding in corporate software.

### **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 Finance Coordinator VTE FINAL](#)

**CLOSING DATE FOR APPLICATIONS: on Thursday, 13<sup>th</sup> November 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](mailto:PlanLaos.JobVacancies@plan-international.org)

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