



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Finance Coordinator		
Unit	Finance Department		
Reports to	Operations Director		
Location	Vientiane Capital	Travel required	Depend on requirement
Effective Date	2 nd October 2025	Grade	

About Plan International in Laos (Plan Laos)

Plan International has been working in Laos since 2007 and is delivering integrated programmes in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, Vientiane Capital and Vientiane provinces, and working through partners in other provinces. Plan Laos' 2020-2027 Country Strategy takes a life cycle approach and focuses on supporting children, especially girls to access their rights to **public health & nutrition, education & skills, adolescent development and participation, and skills & opportunities for youth employment and entrepreneurship**. We are globally mandated to provide humanitarian assistance in the event of an emergency taking place in Lao PDR.

Plan Laos is a leading INGO in Laos, and participates in a number of civil society and government sectoral working groups, regional and global networks. We work closely with the Ministry of Health; Ministry of Education and Sports; Ministry of Agriculture and Forestry; UN and civil society partners in accordance with the principles of aid effectiveness, promoting the child rights, especially girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work. We are committed to the principles of being locally-led, globally connected.

Globally, by 2027, Plan International wants to have impacted the lives of 200 million girl.

ROLE PURPOSE

The Finance Coordinator will facilitate the CO and PU Finance department in enabling efficient finance operations throughout Plan Laos in accordance with Plan rules and regulations.

DIMENSIONS OF THE ROLE

- To maintain SAP and other required system in proper functioning
- To ensure that all codes, budgets and nature of activities are entered correctly and in line with approved budget into systems

- To maintain and generate reports from system to support management in decision making

ACCOUNTABILITIES

- 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
- Follow up all cash advances to be financed by Plan Laos to projects
- Being key person to support the financial documents related to multiple WBS/FAD to auditors.
- To 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.
- To assist 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
- To assist Line Manager create new WBS such as: Flex fund, modify WBS or budget and create new output code as well as new vendor creation.
- Being key person to prepare the internal reporting such as Prepayment expenses report, Advance Control Book, Accrual account report.
- Being Key person to provide induction to new staff on finance method
- Ensure the summary sheet of consultant tax is prepared and payment is on time
- Being key person on SAP user creation for new staff including CO of Fiji and Solamon that IT support.
- 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
- To be centralise to responsible all the issue payment of suppliers and staffs for CO and PUs including create the payroll though I banking as well as go to bank for making bank transaction of fund top up from one foreign currency to another currency and also for oversea fund transfer, as and when required by Finance Team
- Being key person for the open and close documents preparation of the new and leaving staff 's bank account. Moreover, to responsible for adding and cancel of signature
- 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 upto 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 manage the partner advance in the system and ensure all the partner advances are liquidated on time and upto date data.
- To ensure the piece of Pamoja project (Bank Reconciliation and Bank Statement) are accuracy and submit on time.
- 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).

Plan Global Policies

1. Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited

to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

KEY RELATIONSHIPS

Operational Line Manager: The position's primary relationship is with Finance Manager who is responsible for the work planning and performance and day-to-day management

Internal contacts:

Position	Reasons for contact	Level (H/M/L)
CO and PU Finance/admin teams	To ensure that all transactions are correct before entering to system	High
All program staff	To support on account/budget issues if any	Medium

External contacts:

Position	Reasons for contact	Level (H/M/L)
Regional Finance Team	To coordinate regarding to monthly, quarterly reports including yearly budget and ending	High
Bank	To coordinate for daily banking business	Medium
NPAs and CSO Finance Team	To work on number of report and bugdetreview...	Low
Consultants	To confirm on cheques and bank transferring	Medium

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Qualification & Experience:

- University Degree in Finance or equivalent

Knowledge

- Knowledge on Accounting software or similar system
- Knowledge in international accounting and financial management
- Knowledge and good understanding on Plan finance/accounting system
- Knowledge and managable 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 skills
- Negotiation skills
- Good understanding in corporate software

Behaviours

- Willingness to disseminate learning
- Willingness to work in time pressure
- Respect for other capabilities/ideas
- Open minded and self-reliant and willingness to transfer knowledge to other team members
- Ability to manage own time and to set and meet priorities and deadlines without close supervision essential
- Transparent
- Planning, organising, influencing, training and persuading (communication and interpersonal skills)

Desirable

Dealing with Problems:

- Able to give advice/consultation to staff when required in term of budgeting, coding and other banking business according to Plan policy and procedure
- Required to have creative thinking and decision when dealing with Partners and Communities by representing Plan according to Plan policy and procedure ie, internal control procedure and reporting

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.

3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

PHYSICAL ENVIRONMENT

- Based in CO Office with occasionally travel to PU district sub office and communities to support finance team

LEVEL OF CONTACT WITH CHILDREN

Low contact: No contact or very low frequency of interaction