

JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	Finance/Admin Assistant
Reports to:	INHIM Project Manager (but also reports directly to Finance Manager)
Project:	Integrated Nutrition and Health Initiative for Mokmai (INHIM) Project
Location:	Mok Mai District, Xiengkhouang Province
Remuneration:	Determined based on qualifications & experience
Expected Travel:	Travel to the field, project offices and national office will be required
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12am – extended hours may be required
Equipment:	Office desk and furniture + laptop computer
Timeframe:	Initial contract January to 31 December 2025 with likely annual extension to 2029 dependent on funding and performance
Requirements:	Minimum three years' experience and relevant qualifications

Position Summary

The Finance/Admin Assistant will perform a variety of financial and administrative functions and support the team by delivering timely and high-quality services while maintaining effective working relationships with internal and external stakeholders.

Core Competencies

WORKING WITH PEOPLE

Shows respect for the views and contributions of other team members; shows empathy and compassion; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

ANALYSING

Analyzes numerical data and all other sources of information, to break them into component parts, patterns, and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

ADAPTING AND RESPONDING TO CHANGE

Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Position Outcomes

1. Financial and administration functions for INHIM are efficiently managed according to the National Office schedule and donor expectations.
2. The project office is clean and always secured through efficient managing of service contractors for cleaning and security services.

3. All reasonable requests from the Vientiane National Office for administrative support are completed as requested.

Operational Process Roles

Financial Responsibilities

Manage all responsibilities in relation to INHIM finance functions including:

- Ensure all financial and supporting documentation is recorded accurately and kept in an organised filing system
- Support the project team to request cash/cheque advances and reconcile advances
- Manage and replenish petty cash, conduct regular cash counts, and prepare monthly closing summary for petty cash
- Prepare monthly closing summary for expenditure, statement and cash at bank and ensure timely submission of end of month financial accounts to National Office
- Monitor cash advances and assist in month end advance monitoring sheet
- Record mileage and photocopy charges for personal use and advise National Office for payroll deductions
- Manage all procurement for project activities, office stationary and supply management
- Record bus and plane tickets for staff home travel and send to HR/Finance at National Office
- Assist in the payment of utilities, equipment, purchasing goods and services as required
- Develop and maintain positive relationships with ADRA National Office, government partners, sub-contracted partners, other INGO's, stakeholders and organisations
- Support the National Office finance team to monitor the implementation of Finance Policies and Procedures at the field office
- Other responsibilities and duties as assigned by the National Finance Manager or INHIM Project Manager.

Administration Responsibilities

Manage all responsibilities in relation to INHIM administration functions including:

- Manage reception duties and respond to all enquiries
- Assist the Project Manager and team in preparing documents for government requirements including invitation or request letters, coordinating renewal of vehicle registrations and insurance
- Record original documentation such as government licenses, permits, and letters in a secure location and send a scanned soft copy to National Office for safe keeping
- Assist the Project Manager in organising government coordination meetings including booking accommodation and flights for guests, payment of per diems, accommodation and transportation
- Assist in the coordination of travel requests and other requirements for visitors and guests
- Facilitate requirements for government and other meetings such as purchasing supplies, preparing relevant paperwork/photocopying training materials, as assigned by Project Manager
- Inform National Office of new service contractors such as cleaner and security guard and prepare accident insurance forms and ensure contractors are covered
- Assist with the office upkeep and maintenance including supervision of contractors such as the Cleaner and Security Guard
- Report and document all accidents or reportable incidents within the office to the Project Manager immediately
- Maintain and log the attendance log sheet and collate time sheets for all staff at the end of the month and Office HR/Admin Officer in a timely manner
- Assist the Project Manager and team with monthly reporting as requested
- Manage the assets list and update as needed.



Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual and relevant policies and procedures
- ADRA Lao Finance Policies and Procedures Manual, relevant sections
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct and Ethics
- ADRA and donor communication and branding policies, compliance, standards and framework.