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Job title: Finance and administrative accountant

Organisation: Comité de Coopération avec le Laos (CCL)

For over 45 years, CCL has been a committed French non-governmental organization driving sustainable development in the key sectors of health, rural development, and education in Lao PDR. Join our dedicated team and contribute to meaningful change!

Location: Paksan, Bolikhamxay Province

Key responsibilities:

Under the supervision of the Project Coordinator and CCL directors, the Finance and Administration accountant will be responsible for the following:

- **Financial Management:**
 - Manage the project's accounts, cash box, and fund transfer requests.
 - Prepare and verify monthly accounts and financial reports.
 - Ensure all financial operations comply with **CCL and donor procedures** (AFD, AERM, F-EDF, VDP).
 - Provide financial feedback for activity budget planning.
- **Administrative Leadership:**
 - Oversee all **human resources** functions: maintain staff files, contracts, leave records, and enforce CCL's regulations and code of conduct.
 - Keep administrative files on all staff updated (contracts, insurance, holiday records...)
 - Manage **procurement** for goods, services, and travel.
 - Ensure accurate recording and filing of all administrative procedures.

- Manage office stock and resources.

- **Coordination & Compliance:**

- Liaise with Lao authorities and partners.
- Communicate with the CCL head office in Vientiane on all financial and administrative matters.
- Follow the **project's procedures manual**.

Qualifications and Experience:

- Lao citizen.
- Degree in Economics, Business Administration, Finance, or a related field (or equivalent experience) is an asset.
- Minimum of **2 years of experience** in administration, finance, or operations with an international organization highly valued.
- **Experience within an INGO is a significant asset.**
- Fluency in English (both written and spoken) is required.
- Strong computer skills, particularly in MS Office (Excel is essential).
- Personal Qualities: Organized, autonomous, ethical, with excellent communication skills and a strong attention to detail.
- **Women are strongly encouraged to apply.**
- Must have a valid driving license.

We Offer:

- A full-time, **24-month contract** (with potential for extension).
- A competitive NGO salary and benefits package.
- The opportunity to play a key role in a respected development project.
- A professional and supportive working environment.

Application Process:

Interested candidates should send a **Cover Letter and a detailed CV** by **3rd November 2025** to the following contacts:

- Mrs. Manivone VORACHAK, CCL Director: manivone@ccl-laos.org
- Mrs. Inthoulath SAYYAPHOL, Director of Finance and Administration: inthoulath@ccl-laos.org
- Mr. Khammeun Nandee, Project Coordinator, khammeun@ccl-laos.org
- Mr. Erwin POLIGNE, Project Advisor: erwin.poligne@ccl-laos.org

Please note: Only shortlisted candidates will be contacted for an interview.

To learn more about CCL, please visit: ccl-laos.org