

JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	Finance/Administration Assistant
Reports to:	SARLI II Project Manager (but also reports directly to Finance Manager)
Project:	Sustainable Agriculture and Rural Livelihoods Initiative (SARLI) Phase II
Location:	Xiengkhouang Province (60%) and Vientiane Province (40%)
Remuneration:	Determined based on qualifications & experience
Term of contract:	2 January 2026 to 31 December 2026 with annual extension till the end of the project
Expected Travel:	Travel to the field (Xienkhouang and Vientiane) and national office expected
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary
Equipment:	Office desk and furniture + laptop computer
Requirements:	Minimum three years' experience and relevant qualifications

Position Summary

The Finance/Administration 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 SARLI II are efficiently and effectively 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 SARLI II 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 stationery 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

Administration Responsibilities

Manage all responsibilities in relation to SARLI II 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 send to Admin & HR Senior Officer in a timely manner
- Assist the Project Manager and team with monthly reporting as requested
- Manage the assets list and update as needed.

Other Responsibilities

- Other responsibilities and duties as assigned by the National Finance Officer or SARLI II Project Manager.

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.

Key Selection Criteria

- Bachelor's degree in accounting, finance, or business management
- Demonstrated professional experience of at least 3 years as a finance, bookkeeper and/or administration assistant/officer, preferably on international development programs
- Demonstrated technical expertise and experience in accounting software packages and familiar with audit requirements and protocols
- Excellent interpersonal and communication skills and have an attitude of service
- Must have high level of integrity and be a good team player
- Able to travel or based in both Xiengkhouang and Vientiane Province
- Proficient in Microsoft Office software programs especially Excel.