



**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 Assistant**

**Contract Period:** 6 Months.

**Location:** Based in Vientiane Capital.

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

- Work with Finance Coordinator to draft annual action plans related to Work Breakdown structure (WBS) of operation.
- Recording all the transactions to be up to date.
- Regular assist Finance Coordinator on preparation of bank reimbursement and disbursement to suppliers, Cast Advance, etc. in excel and SAP system.
- Regularly maintain the financial documents and monthly Cash Forecast to be properly filing.
- Provide support Finance Coordinator to ensure all transactions record are up to date.
- Responsible for making bank transfers to suppliers, as and when required by Finance Team.
- Perform other tasks as entrusted by the line manager.
- Provide the supporting to Finance Coordinator on smooth of Finance tasks.
- Ensure quality of finance tasks; accuracy, updated, and secure maintenance.

#### **Qualifications, Experiences:**

- Bachelor degree or equivalent in basic Accounting or related fields.
- Understanding in Corporate Software/accounting software as advantage.
- Experience in accounting and financial management.
- Knowledge and good understanding on Plan finance/accounting system.
- Knowledge and manageable on multi system.

**Skills:**

- Advanced skill in computer: word, Excel, power point.
- Good written and spoken English is essential.
- Good inter-personal and communication skills essential – speaking, writing, presenting.
- Problem solving and negotiation skills.
- Systematic thinking.

**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 Plan Laos Finance Assistant Feb'2026](#)

**CLOSING DATE FOR APPLICATIONS: on Tuesday, 3<sup>rd</sup> March 2026**

**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.