



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Finance Assistant		
Unit	Finance Department, CO Office		
Reports to	Finance Coordinator		
Location	Vientiane Capital	Travel required	10%
Effective Date	01/03/2026	Grade	

About Plan International Laos (Plan Laos)

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

Plan International Laos is a leading INGO in Laos and participates in various civil society and government sectoral working groups, as well as regional and global networks. We work closely with the Ministry of Health, the Ministry of Education and Sports, the Ministry of Agriculture and Forestry, UN agencies, and civil society partners in line with the principles of aid effectiveness, promoting child rights—especially for girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work, and we are committed to being locally led and globally connected. Globally, by 2027, Plan International aims to impact the lives of **200 million girls**.

ROLE PURPOSE

To support function functions and assist Finance Coordinator on day to day works.

DIMENSIONS OF THE ROLE

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports.

- To support Account Officer and Finance Coordinator to ensure that all transactions are recorded properly in the Cash Book and sometime require to book in SAP system including support finance team to ensure all supporting documents are properly maintained.

ACCOUNTABILITIES

Planning

- 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.

Management/Operation

- To regularly assist Finance Coordinator on preparation of bank reimbursement and disbursement to suppliers, Cast Advance, etc. in excel and SAP system.
- To regularly maintain the financial documents and monthly Cash Forecast to be properly filing.
- To assist Finance Coordinator to ensure all transactions record are up to date.
- To responsible for making bank transfers to suppliers, as and when required by Finance Team.
- Perform other tasks as entrusted by the line manager.

Key Results & Criteria for Success

- Provide the supporting to Finance Coordinator on smooth of Finance tasks
- Ensure quality of finance tasks; accuracy, updated, and secure maintenance
- 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

- Closely working with Account Officer and Finance Coordinator on Finance Tasks.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Gained through education, training, & experience

- Bachelor degree or equivalent in basic Accounting or related fields.
- Understanding in Corporate Software/accounting software as advantage.
- Advanced skill in computer: word, Excel, power point.
- English: Good listening, writing and speaking.
- Good communications skills – speaking, writing, presenting.
- Systematic thinking.

➤ Is confident of own ability to accomplish goals.

➤ Promotes cooperation with other work units.

➤ Is open to feedback and willing to try new approaches and processes.

- Speaks clearly and can easily understand.
- Does what s/he commits doing.

- ❖ Planning, organising, influencing, training and persuading (communication and interpersonal skills).
- ❖ Correct and quick decision making.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

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

We strive for lasting impact

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

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

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

PHYSICAL ENVIRONMENT

Work with CO Grant/Finance team and sometime require to travel 10%.

LEVEL OF CONTACT WITH CHILDREN

Low contact: No contact or very low frequency of interaction.