

JOB ANNOUNCEMENT FOR LAO NATIONAL ONLY



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO have on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

Provincial Finance Officer

01 position based in Langkhang office, Khammouan Province

Job Purpose:

The Provincial Finance Officer (PFO) (Field) is required to support the Provincial Finance Coordinator and Vientiane-based Finance team in the day-to-day processing of financial transactions relating to MAG's programmatic activities in Khammouane province, as per the details of responsibilities below. The role requires the postholder to be approachable and amenable, as they will be in regular contact with MAG staff and partners. The position is primarily based in the field office in Khammouane, but on occasion they may have to attend meetings, trainings, and events within the province, at other MAG operational locations, or in Vientiane. The PFO must be available on call when required. This means working outside of normal office hours. TOIL will be granted when additional work has been required outside of the operational cycle, at the authorization of the Provincial Finance Coordinator.

Job Description

- Ensure that all documentations for payment request are complete, accurate and duly approved in compliance with Delegation of Authority Matrix (DOA).
- Review the per diems and advances of staff and issue cash or transfer payments in accordance with the per diem policy and financial guidelines.
- Monitor Khammouane staff clearing advance and expense claim.
- Ensure that all transactions are validated, balanced, and recording transactions in the accounting system, and delivered to the PFC in accordance with deadlines.
- Create online payments or cheques for suppliers based on DOA and notify relevant staff for the pay slip.
- All payment vouchers are completed accurately and sequentially numbered.
- Ensure that all supporting documents are scan and filed in a logical manner for easy retrieval and access.
- Collate copy or scan relevant financial paperwork to support internal and external audit requirements.
- Conduct monthly cash count with PFC at Khammouane to ensure the total balance matches with cashbook balance and identify any inconsistencies. Once complete, the Cash Count Form is signed, and date then submit to PFC as per calendar deadline.
- Ensure that monthly Cash and Bank reconciliations for Khammouane are complete.
- Monitor and manage cash flow for the Khammouane to ensure adequate funds are available for operations.
- Participate in the preparation the finance training for both finance staff and non-finance staff.
- Assist and provide ad-hoc support to the other Finance staff when require.
- The PFO may be required to undertake other similar duties as and when required, including covering absences in the team, by taking on their duties as required by the PFC or CFM.
- Report any areas of concern, or financial non-compliance to the PFC or CFM as soon as possible.

- Ensure that HR policies and procedures are adhered to, ensuring high performance and adherence to MAG's standards and values.

Requirements and Qualification

Essential Qualifications

- At least diploma certificate in accounting or related field
- Good written and spoken Lao and English.

Essential Experience

- At least one year of experience in accounting

Essential Skills and Knowledge

- Strong computer skills especially excel.
- Excellent attention to detail

Essential Aptitude

- High level of honesty and integrity
- Respect MAG internal policies and requirement
- Teamwork oriented
- Experience of dealing with audits

Terms and Conditions

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

Application procedure for the positions

Please apply through this link

<https://forms.gle/jbNK7ytywPbXRKwK6>

Any inquiries please contact **021 251 849/ 252 004**.

The closing date for applications is 4.00pm, date: 03 March 2026.

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to safeguarding.la@maginternational.org