



Consultancy Scope of Work (SoW)

Title: Finance Officer (Consultant)

Project: EpiC Laos

Location: Vientiane, Lao PDR

Reports to: Project Director, EpiC Laos

1. Background

FHI 360 is a nonprofit organization that works to improve health, education, and economic opportunity so people can live healthy lives. The EpiC project supports HIV programs, strengthens global health security, improves maternal and child health, addresses malaria, and helps build strong health systems.

In Laos, FHI 360 has supported the Ministry of Health for many years, including HIV programming through the LINKAGES and EpiC projects. In 2026, EpiC Laos will continue to strengthen outbreak detection, expand field epidemiology training, improve laboratory and surveillance systems, enhance biosafety and biosecurity, and support coordinated response to public health threats.

2. Purpose of Consultancy

The Finance Officer will support the EpiC Laos Global Health Security team in financial management, budgeting, reporting, and compliance. The role ensures accurate accounting, timely processing of payments, and proper financial documentation. The Finance Officer works closely with program and operations staff, sub-award partners, and the FHI 360 Laos country office to ensure compliance with FHI 360 policies, donor regulations, and government requirements. This position helps the GHS team manage budgets, monitor spending, and deliver activities on schedule.

3. Scope of Work and Tasks

The consultant will complete the following tasks:

Financial Management

- Prepare and review project activity budgets and financial pipeline reports.

- Monitor spending and ensure expenses follow approved budgets and donor and FHI 360 requirements.
- Prepare and submit monthly financial reports and assist with quarterly pipelines.
- Review accounting transactions and ensure correct coding before posting.
- Perform reconciliations for bank accounts, vendors, and other financial records.
- Support timely payments of statutory obligations in line with local laws and FHI 360 policies.

Budgeting and Program Support

- Support development of national and provincial-level budgets for GHS program activities.
- Work with technical and operations staff to ensure accurate forecasting and budget planning.
- Assist in the preparation of budgets for sub-awardees and provide basic financial capacity support.

Sub-Award and Compliance Support

- Review sub-awardee monthly financial reports and conduct scheduled financial review visits.
- Conduct pre-award assessments for new partners following FHI 360 procedures.
- Help partners interpret and follow FHI 360 and US government financial rules.
- Support grant and financial reviews, including audits, and help ensure recommendations are followed.

Procurement and Payment Review

- Support procurement by reviewing vendor selection documents and ensuring adherence to procurement requirements.
- Review payment requests to confirm completeness and compliance with cost principles.
- Maintain financial documentation in accordance with audit standards.

Coordination and Administrative Support

- Assist communication with banks regarding statements, checks, and other project accounts.
- Work closely with the Senior Finance Manager during audits and financial reviews.

- Perform spot checks on petty cash and help ensure proper documentation.
- Provide general financial support to the Project Director and GHS team.
- Perform other financial duties as assigned.

4. Required Qualifications

- Bachelor's degree in finance, accounting, business administration, or related field.
- Five to seven years of relevant experience, or a master's degree with three to five years of experience.
- At least two years of experience in financial management and reporting.
- At least two years of grants management experience is desirable.
- Familiarity with US government-funded project financial policies and requirements.
- Strong analytical, numerical, and problem-solving skills.
- Ability to organize work, set priorities, and meet deadlines.
- Proven ability to identify cost savings and efficiency improvements.
- Experience working with NGOs, CBOs, or the Laos public health sector is an advantage.
- Cultural sensitivity and understanding of key and vulnerable populations.
- Proficiency in Microsoft Office applications, especially Excel.
- Ability to interpret financial data and prepare financial reports.
- Strong documentation and writing skills.
- Ability to work with limited supervision and manage a high volume of tasks.

Please submit your CV and Cover letter in English to e-mail: ProcurementLaos@fhi360.org

Deadline for applications: 18 March 2026. Only short-listed candidates will be contacted.