

CBM Global Disability Inclusion

Join us in Creating an Inclusive World!

Position Title: Programme Finance and Administration Officer
Location: Vientiane, Lao PDR
Reports to: Finance and Administration Manager
Application Deadline: 15 May 2026
Contract Type: Permanent Contract



About CBM Global

CBM Global works alongside people with disabilities in low- and middle-income countries to fight poverty and exclusion and transform lives. Check out our [website](#) and [LinkedIn profile](#) to learn more. Drawing on over 100 years of experience and driven by Christian values, we work with the most marginalised in society to:

- Break the cycle of poverty and disability
- Treat and prevent conditions that lead to disability; and
- Build inclusive communities where everyone can enjoy their human rights and achieve their full potential.

We work in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and multiplying our impact by delivering a combination of inclusive community-based programmes, advocacy for national and global policy change and inclusion advice to other organisations. CBM Global is a worldwide federation with the following Members: CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK.

About the Role

The Programme Finance and Administration Officer work closely with four different local partners in Vientiane and in Southern provinces. He/she will be responsible for ensuring our partners' financial procedures and reports are in line with CBM Global financial policies and standards, and donor requirements. He/she will take a lead role in enhancing partners financial capacity through regular support, quarterly monitoring, and training.

This will be your team:

The Country Team that you will be joining has five employees. You will report to the Finance and Administration Manager, and you will join a team of the programme team of the Laos country team. You will have no direct reports.

CBM Global
Dr.-Werner-Freyberg-Str. 7, 69514 Laudendach, Germany

CBM Global Disability Inclusion Vereniging - Dutch Chamber of Commerce No. 75787032
CBM Global Disability Inclusion GmbH - Amtsgericht Darmstadt HRB 100174

Key Responsibilities:

- Overseeing project funds transfer to partners and ensure acknowledgment of funds received is uploaded in Global Online.
- Download Financial Project Report (FPR) from Global Online and distribute it to partners in quarterly basis.
- Conduct quarterly finance review and ensure validity of report before entering and uploading report to Global Online in timely manner as per CBM Global reporting schedule.
- Critically analyse partners' financial reports against approved budgets and address any finding to partners in coordination with Programme Officer.
- **Assist** spot checks on projects' financial records and procedures by using CBM Global Project Finance Monitoring tool.
- Ensure partner's accounting records, financial progress report, and audit report are consolidated well.
- Process fund transfer request based on progress of budget implementation rate.
- Upon agreement with partners and **the programme team**, administered modified budget into Global Online.
- Report any internal control deficiencies at partners level, including potential mismanagement of project funds, fraud or even the appearance of conflicts of interests to line manager, if any, for timely resolution.
- Provide support in the project compliance reviews before, during, and after the activity concluded.

Safeguarding Responsibilities:

Knowledge

Understands the incident management framework and their first responder role in recording, responding, and reporting incidents.

Understands the survivor-centred approach and how to apply it when receiving a complaint or responding to an incident. Knows local support services available in the community or region, and how to engage them.

Skills

Able to listen and accurately document reported concerns and complaints. Able to respect the confidentiality of safeguarding allegations. Able to appropriately apply the survivor-centred approach.

Behaviours

Treats the survivor and others involved in an incident with dignity and respect.

Be assertive in implementing the initial incident response protocols by gaining the trust and cooperation of parties involved.

Who We're Looking For

We are looking for a candidate who brings:

- At least 5 years' work experience in similar position, particularly with international NGOs or international development organization.
- Working knowledge of programme/budget cycle management, procedures, and donor requirements.
- Experience of partner financial monitoring, coaching, and capacity building.
- Familiar with Lao accounting standard, social security scheme, tax regulation and other statutory for non-profit organization.
- A professional qualification in accounting is advantageous.
- Experience coordinating and managing programme working in consortium arrangements.
- Experience working in cross-cultural teams and diverse environments.
- Committed, excited, and passionate about disability inclusion and the rights of people with disabilities.
- Open to work collaboratively.
- Alignment to our CBM Global values ([Our Vision, Mission and Values | CBM Global](#)) and our Safeguarding Policy ([CBM-Global-Policy-Safeguarding.pdf](#)) and Code of Conduct ([CBM-Global-Code-of-Conduct.pdf](#)).

Skills/competencies/personal qualities

- Ability to priorities work and meet deadlines.
- Effective written and verbal communication skills.
- English communication skills (written and spoken), next to local language skill.
- Ability and willingness to learn, and to pass on information/training as required.
- An effective team player who is also able to work independently.
- Ability to work diplomatically and with sensitivity with individuals from a variety of cultures, professions, and personal backgrounds.
- Passionate about effecting change for and alongside people with disabilities and their communities, with a deep commitment to the vision, mission, and value of CBM Global.
- Auditing experiences will be advantageous. *

Qualifications, training, and education

- Degree in Finance, Accounting, Business Administration and Management
- Acknowledge skills with MS Office, particularly Excel.
- Acknowledge skills with accounting application, such as Global Online, QuickBooks, Business central and Navision

We welcome and encourage applications from people with lived experience of disability.

We proactively work on achieving a diverse and inclusive work environment for people from all backgrounds and abilities.

Why work with Us?

- A chance to be part of a global movement pursuing an inclusive world for people with disabilities.
- A supportive, flexible, and inclusive work environment.
- Flexible working arrangements.
- A culture that champions Mental Health and Wellbeing.
- Opportunities for learning, growth, and international collaboration.
- Competitive remuneration and benefits.

How to Apply

To apply, please submit your application through our recruitment system PeopleHR using the following link:

<http://cbmglobal.peoplehr.net/Pages/JobBoard/Opening.aspx?v=f1d83cd1-d4ef-479a-a47c-28057ce92ac9>

Applications by email will not be considered.

Prepare and upload the following documents:

- Your CV in English
- Completed Application Form (available when you apply in our HR system) or Cover Letter

If you experience issues with the system, please contact us at recruitment@cbm-global.org.

Please note that your data will be securely deleted after six months, in line with the EU General Data Protection Regulation (GDPR).

Hear from Our Colleagues

Colleagues from Philippines Country Team say:

"Join CBM Global: We embody the culture of support, growth, and impact."

Colleagues from Nepal Country Team say:

"At CBM, we believe in a collaborative approach. Guided by a shared mission, we foster a strong sense of ownership and purpose in everything we do."

You are passionate, committed, and excited about disability inclusion and the rights of people with disabilities?

Then Join Us and Be Part of the Change!

