

Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Finance and Administration Project Officer (Lao Nationality)

The **Finance and Administration Project Officer** is responsible for supporting project financial management in Vientiane Capital by ensuring accurate bookkeeping, timely processing of payments, proper documentation, and compliance with organizational and donor financial procedures. The position contributes to effective financial control and smooth implementation of project activities.

■ Essential Functions & Responsibilities:

- A. Payment Processing:
 - Process payments, reimbursements, and staff advances in a timely manner
 - Verify supporting documents for completeness and accuracy before processing payments
 - Prepare payment vouchers and ensure proper approval procedures are followed
 - Ensure correct budget coding for all expenditures
- B. Record Keeping
 - Track the project budget for RMNCH activities in two districts of Luang Prabang
 - Support financial inputs for project reports in coordination with the project team
 - Maintain accurate accounting records and ledgers
 - Organize and maintain financial documents systematically (both hard and soft copies)
 - Record daily cash and bank transactions
 - Assist in monthly bank reconciliation
- C. Budget Monitoring
 - Monitor project expenditures against approved budgets
 - Assist in preparing budget versus actual reports
 - Report any discrepancies or budget concerns to the supervisor
- D. Financial Reporting
 - Assist in the preparation of monthly and quarterly financial reports
 - Support donor financial reporting requirements
 - Compile financial data for audits and internal reviews

E. Compliance & Internal Control

- Ensure compliance with organizational policies and donor requirements
- Support implementation of internal control procedures
- Assist during internal and external audits

F. Administrative & Finance Support

- Support procurement processes, including documentation preparation and payment processing
- Maintain an organized financial filing system (e.g., vouchers, clearance documents, contracts)
- Coordinate financial matters with project teams in the field to ensure smooth implementation
- Perform other finance and administrative tasks as assigned by the supervisor

Qualifications and Experience

A. Education: Bachelor’s degree in Accounting, Finance, Business Administration, or a related field

B. Experience: 1–2 years of relevant experience in accounting or finance , Experience with NGOs or donor-funded projects is an advantage

C. Skills:

- Strong knowledge of basic accounting principles
- Proficiency in Microsoft Excel and financial management systems
- High attention to detail and accuracy
- Strong organizational and documentation skills
- Ability to work under pressure and meet deadlines

D. Language

- Good command of English (written and spoken)
- Fluency in Lao language is required

Application Information

All interested candidates are required to submit their Cover Letter and CV via email (info@gnlaos.org) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. **Salary 7,000,000 Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 10th May 2026**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Project-based, Full-time (Fixed term)
National/International Position	National only
Duration	9 months contract (possible to renew)
Deadline	10th May 2026
Province	Vientiane Capital
Contact Name	Ms. Chindavone
Telephone	021 415711 or +856 20 5922 7222
Contact Email	info@gnlaos.org
Additional Information	- The successful candidate should be available to start as

soon as possible (ASAP)

- Reports To: Finance Manager / Finance Officer /
Project Manager

Attachment

Last Edited
