

## **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.

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**Position Title:** Finance officer (Lao Nationality)

The Finance Officer are responsible for managing financial transactions, accounting records, budgeting, payment processing, and financial reporting while ensuring compliance with organizational policies and donor requirements.

### **Responsibilities:**

- Prepare payments, vouchers, and financial documents.
- Record transactions in QuickBooks or accounting systems.
- Maintain cash books and bank reconciliation.
- Prepare monthly financial and budget reports.
- Monitor budget utilization and expenditures.
- Support audits and ensure compliance with policies.
- Coordinate with banks and support online banking transactions.
- Maintain proper filing and documentation of finance records.

### **Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 2 years of finance/accounting experience.
- Experience with NGOs/INGOs is an advantage.
- Good knowledge of QuickBooks, Excel, and financial reporting.
- Good communication skills in English and Lao.

### Skills and Competencies

- Honest and detail-oriented.
- Good teamwork and communication skills.
- Ability to work under pressure and meet deadlines.
- Strong organizational and reporting skills.

### Application Information

All interested candidates are required to submit their Cover Letter, Educational Certificates and CV via email [info@gnlaos.org](mailto:info@gnlaos.org), CC: [syshin@goodneighbors.org](mailto:syshin@goodneighbors.org) , [Chindavone@goodneighbors.org](mailto:Chindavone@goodneighbors.org) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. Salary 8,000,000Lak /month Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 15<sup>th</sup> June 2026.**

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Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	One year contract (possible to renew)
Deadline	<b>15<sup>th</sup> June 2026.</b>
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
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