



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: Accountant (Lao Nationality)

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

Responsibilities:

- Ensure financial transparency, accountability, and compliance across all financial activities of the organization.
- Perform general accounting functions, including maintaining the general ledger, reconciling balance sheet accounts, preparing journal entries, and supporting monthly financial closing procedures.
- Prepare monthly, quarterly, and annual financial reports in coordination with the Finance Officer for management review and decision-making.
- Conduct account reconciliations, including bank reconciliations and regular reviews of financial accounts to ensure accuracy and completeness.
- Ensure the accurate, timely, and systematic maintenance of financial records in accordance with finance and administration guidelines.
- Record, review, and process financial transactions in the accounting system (QuickBooks), including journal entries, adjustments, and corrections.
- Prepare payment requests, payment vouchers, supporting documentation, bank transfers, and other financial transaction records.
- Coordinate banking activities, including online banking transactions, bank communications, and follow-up on financial matters with financial institutions.
- Plan, coordinate, and support the implementation and control of accounting and financial operations to ensure effective financial management.
- Develop, maintain, and strengthen financial systems, procedures, and internal controls to improve efficiency and accountability.
- Ensure compliance with organizational policies, financial regulations, donor requirements, and applicable accounting standards.

- Monitor budget utilization, review expenditures, identify variances, and provide financial updates and recommendations to management.
- Maintain an organized filing system for all financial records, supporting documents, vouchers, contracts, and transaction records.
- Support internal and external audits by preparing financial documents, providing explanations, and facilitating audit processes.
- Provide accurate financial reports, analysis, and recommendations to support organizational planning and decision-making.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum requirement: At least three (3) years of relevant finance/accounting experience. Candidates must have either a Diploma with a minimum of five (5) years of relevant professional experience, or a Bachelor's Degree in a related field with a minimum of three (3) years of relevant professional 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, CC: Chindavone@goodneighbors.org, laos@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 12th August 2026.**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	Until Dec 31, 2026 (Extension can be considered after performance evaluation).
Deadline	12th August 2026
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
Telephone	021 415711 or +856 20 5922 7222



Contact Email info@gnlaos.org, CC: Chindavone@goodneighbors.org,
laos@goodneighbors.org

Additional Information

Attachment

Last Edited