Finance & Operations Officer

Advert – November 2026

- **Do you want to do work that really matters? Help us end avoidable blindness**
- **Full-time role based in Vientiane Capital, Laos**
- **Closing Date: 27 November 2026**

ABOUT THE FRED HOLLOWS FOUNDATION

The Fred Hollows Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25+ countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health. To find out more about our work, please visit our website https://www.hollows.org

THE OPPORTUNITY

The Finance & Operations Officer supports the smooth and compliant running of the Laos country office across finance, procurement and day-to-day operations. You will be a central coordination point between the Global Business Operations Team, Country Support Team and Local Country Team, helping ensure efficient administration, sound governance and reliable operational support.

KEY RESPONSIBILITIES

In this role, you will:

- Assist with financial administration in line with The Foundation's Finance Manual and local requirements.
- Prepare and process requisitions and staff reimbursements, maintain financial records, and assist with internal and external audits.
- Coordinate end-to-end procurement activities, including supplier sourcing, quotations, documentation, contracts and vendor performance.
- Liaise with the Global IT Service Desk on local IT needs, including procurement, setup and maintenance of staff hardware and software.
- Provide day-to-day office administration and operational assistance, including filing systems, asset registers, supplies and local service providers.
- Coordinate travel and security requirements, visitor briefings and incident documentation, and assist with local fire, health and safety requirements.
- Build and maintain positive working relationships with colleagues, volunteers, visitors and external vendors while contributing to program activities as required.

WHAT YOU'LL NEED TO SUCCEED

To be successful in this role, you will have:

- A Degree in Accounting, Finance, Administration or a related field.

- At least three years' relevant experience, preferably in an INGO or development organisation.
- Experience in bookkeeping, financial systems, office operations and procurement.
- Strong organisational, interpersonal and cross-cultural communication skills.
- Proficiency in Microsoft Office and working English.
- Eligibility to work in Laos and willingness to undergo required background and qualification checks.

How we recognise your contribution

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you.
To find out more about our benefits click here

APPLICATIONS

Please apply directly using the "Apply" button. Your application should include a CV and, preferably, a cover letter that outlines your interest in the role and addresses the key criteria listed in the "Key Responsibilities", and "What you need to succeed" sections of the advertisement.

Applications Close: 27 November 2026

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks, and other screening procedures to ensure we maintain and promote a child safe environment, as well as to protect The Foundations reputation and values. In addition, The Foundation reserves the right to verify qualifications and credentials of applicants as part of our recruitment and screening processes.

Please be advised:

1. Fred Hollows Foundation will never ask for a fee during any stage of the recruitment process.
2. All active roles are advertised directly on our website here.
3. Please note we will not be accepting CVs via agencies for this role.