Swisscontact is the business-oriented independent foundation for international development cooperation. Represented in 36 countries with over 1400 employees, it promotes - since 1959 - economic, social and environmental development.

The organization has been operating in Southeast Asia since 1971. In recent years Swisscontact has been developing its presence in the Mekong region, developing a portfolio of initiatives in agriculture, tourism, and skills development across Cambodia, Lao PDR, Vietnam, and Myanmar. Swisscontact is focusing in Lao PDR in the areas of skills development and private sector development in tourism.

Swisscontact is providing an opportunity to local people who is interested in tourism development area. The organization is looking for a Finance and Administration Officer for Swisscontact Country Office, based in Vientiane. The successful candidate will be responsible for assisting finance and administration function.

**Finance and Administration Officer**

**Begin of Employment:** May 2020 or as agreed

**Contract Duration:** 1 Year

**Place of work:** Vientiane Capital

**Overall Tasks**

The Finance and Administration Officer is in charge to the proper finance, accounting and administration in a timely manner of the Swisscontact Laos Vientiane Office.

**The specific financial and accounting tasks include to:**
- Prepare payment vouchers in Human Resources Information System (HRIS) – training will be provided - continuously in line with project and office requirements.
- Ensure all payment vouchers/payment receipts are adequate as supporting document and follow Country Manual such as travel policy, cash management, and procurement standard;
- Support external auditing processes according to specific instructions and assure implementation of audit recommendations.
- Filing of inventory as well as financial and project records.
- Control advance requested by project staff are settled in a timely manner;
- Process and maintain payments of salaries and benefits of project staffs.
- Responsible for supporting project book-keeping and accounting related to the Swisscontact projects, including petty cash management and other related tasks as requested.
- Entry entire payments into Excel Sextant according to correct code of account;
- Maintain bank accounts and prepare monthly bank reconciliation statements.
- Prepare payment trough petty cash for office operations and ensure all payments are upon approval by Finance and Administration Manager (F&A M);
- Maintaining proper petty cash system and proper filing system.
- Conducts a petty cash count with F&A M in a monthly basis;
- Prepare and dispatch timely invoices as per contract with external parties.
- Collecting bank statement timely and reviewing them and reconciling them timely.
- Perform other reasonable finance and accounting tasks as required by the F&A M.

**The specific administration tasks include to:**
- Responsible all other administrative tasks related to the Swisscontact Office in Vientiane, such as flight, hotel bookings, travel arrangement for staff and consultants.
- Ensure proper inventory management and record keeping of all fixed assets, also in compliance with donor’s requirements.
- Procurement of goods and services following Swisscontact’s guidelines
- Responsible for filing system of project activity and financial documentation, and correspondences as well;
- Responsible for SC staff health insurance administration;
- Answer, screen forward and or return phone calls as well as the message;
- Control and review the car logbooks which are submitted by Driver and then provide the resume on monthly base;
- Perform other reasonable administrative tasks as required by the Finance and Administration Manager.
Qualification, Experience and Competencies

- Bachelor’s Degree in accounting/Finance, Business Administration (BBA), Technical College or similar field preferred
- At least 3 to 4 years work experience in accounting/finance field. Preferably in the development, cooperation field with donor agencies. Experience with LuxDev and SDC projects is an added value.
- Experience in the management of material resources (purchase orders, accounting etc)
- Ability to interpret financial procedures and standards and their application.
- Capacity to work under pressure in an international environment.
- Excellent analytical and management skills in addition to be a team player.
- Computer literacy especially on Microsoft Word, Power Point and Excel;
- Previous working experience with NGOs;
- Strong sense of responsibility and control.

How to apply

- Send a CV (no more than 4 pages) and a cover letter (maximum 1 page) in English stating why you are interested in working with Swisscontact as Finance and Administration Officer to recruitment.laos@swisscontact.org
- Applications should be addressed to: Job apply: Finance and Administration officer
- Only shortlisted will be contracted.

In view of the team composition, applications by women candidates are highly encouraged. We offer a challenging scope of duties with personal responsibility. Are you interested in a fascinating job in an international context, and strive for contributing to excellence and making a difference? The deadline for applications is May 13, 2020.

We especially welcome applications from female candidates