

## ILSTA is building up its country team in Laos and is recruiting a highly motivated: *Finance Officer*

Location: Vientiane and provinces, Lao PDR

Duration: 1 year (full time), with the possibility of being renewed

### DUTIES AND RESPONSIBILITIES:

The incumbent will under the general direction of the ILSTA:

- Carry out and update financial planning;
- Assist when formulating and updating administrative procedures and guidelines in line with ILSTA's policies;
- Prepare financial accounting under international standards;
- Draw up GL, Balance sheets for annual financial reviews;
- Follow up on income taxes, insurance etc.;
- Organising and setting up logistics for events in Vientiane and in provinces;
- Monitor and prepare leave and mission plans;
- Provide interpretation, translating documents when necessary; and
- Respond to other staffing needs and duties as required.

### QUALIFICATIONS:

- Degree in accounting or financial management;
- Very good organisational and management skills;
- Good knowledge in MS Office, especially in Excel
- Very good verbal and written communication skills in English and Lao;
- Prior work experience in similar position;
- Proactive personality and excellent team player;
- Extensive experience with development cooperation and administration of foreign aid projects;
- Ability to work in a demanding environment.
- Good judgment and strategic awareness, to get the best use of resources and identify opportunities for improvement and provide solutions;
- Personal drive and the ability to be a self-starter as well as a good team player;
- Available to travel to the provinces;

**Applicants should submit a motivation letter, CV and references to: [contact@ilsta.org](mailto:contact@ilsta.org)**

**Or**

**Institute for Legal Support and Technical Assistance (ILSTA)  
6<sup>th</sup> floor, NNN Building, Ban Phonsinuan, Sisattanak District, Vientiane Lao PDR**