



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in Luang Prabang, Laos PDR in a fun team with a great passion for helping others? **Child's Dream** is seeking an ambitious

Senior Finance & Administration Coordinator

Starting date of position – Immediately

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

We need your support with overseeing the day-to-day operations of our new Child's Dream office in Laos PDR.

Your duties and responsibilities include but are not limited to assisting with the following:

Office Administration

- Carry out various administrative duties such as purchasing stationary and other assets in accordance with the procurement policy and day to day operation matters
- Liaise with different government offices (social security, tax office, ministries, etc.)
- Organise and file necessary reports to government authorities
- Ensure compliance with national laws in partnership with the Country Director
- Create and maintain a nice working environment including office site management
- Travel management
- Run various errands and any other tasks assigned by the Country Director

Accounting and Finance

- Keep accounting up to date and enter accounting transactions to our accounting software
- Review payment requests and arrange transfers to beneficiaries, partners, suppliers, and service providers on time
- Handle petty cash and assure daily cash flow
- Handle and verify cash advance requests and cash advance clearing following our travel and other financial policies
- File and manage accounting documents
- Be main contact for any bank related matters

Human Resources Management

- Manage the monthly payroll process and employee records
- Support the recruiting and onboarding of new employees
- Other human resources duties assigned by the Country Director

We are looking for a person with:

Education and work experience

- A graduate diploma, bachelor's degree in accounting/financial management, office administration or equivalent education
- At least 7 years of working experience in the field of accounting and administration

Language requirements

- Intermediate spoken and written English language skills

Hard skills

- Good command of Microsoft Office applications (Word, PowerPoint, Excel) and internet skills
- Able to occasionally travel

Soft skills

- Proactive, well organised and self-motivated
- Close attention to detail
- Team player, who is also able to work independently
- Open-minded, flexible, spontaneous person, who is interested in NGO work and foreign cultures

What we offer:

- A full time position in Luang Prabang Province, Laos PDR with an unlimited contract
- A multicultural working environment with more than 10 nationalities
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to nyein@childsdream.org until 31 May 2023.

We will of course confirm that we have received your application and look very much forward to receiving your application.