



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

Assistant Finance Coordinator & Office Administrator – Lao PDR

Starting date of position – as soon as possible

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.

Our Finance and Office Administration Team in Luang Prabang needs your support with various accountant and office administrative tasks.

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

Assist in office administration

- Carry out various administrative duties such as filing, sorting, emails, managing procurement of office stationary and other assets, day to day operation matters
- Make travel arrangements such as booking flights, hotels etc.
- Manage and maintain Child's Dream inventory
- Create and maintain a nice working environment including office site management
- Help organising and executing special events and meetings
- Manage our car pool such as renewal road tax, car insurance etc.
- Liaise with health insurance providers and organise annual health checkups for our employees

Assist in financial tasks and accounting

- Document financial transactions in our accounting software
- Prepare and execute payments, verify documentation
- Cash management
- Tax declaration
- Monthly declaration and payment of National Social Security Fund Contribution

Assist in legal tasks

- Prepare all necessary documents for visa and work permit applications and renewals
- Coordinate with government authorities regarding tax purposes, reporting to ministries, social security, licenses, etc.
- Translate legal documents between Lao and English, and vice versa

We are looking for a person with:

Education and work experience

- A strong interest in working for an NGO and contributing to our vision and mission
- A diploma in accounting, business administration or related field
- Minimum one year of work experience in the field of office administration and accounting, or a similar field

Soft skills:

- Great interpersonal skills and verbal and written communication skills
- Good organisational and time management skills
- An open mind, a positive attitude and the desire to support others

Hard skills:

- Knowledge of appropriate software including Microsoft Word, Excel and PowerPoint

Language skills

- Proficiency in Laotian is required
- Intermediate level in written and verbal English language skills

Travel requirements:

- A driving license

What we offer:

- A full time position in our office in Luang Prabang, Lao PDR with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the relevant work experience, skills and knowledge plus, monetary and non-monetary benefits.

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, education certificates, and two references) to vilayphone@childsdream.org.

The application deadline is **15th March 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.