

ROLE PURPOSE



Role Title: Finance Coordinator

Division: Global Program

Location: Vientiane Capital, Lao PDR

Date: March 2024

Employment type: 2 years fixed duration, with possible renewal

Reports to: Country Manager

Number of direct reports: None

Leadership Band: Leads Self

Purpose of the role:

The role of the Finance Coordinator (FC) is to ensure process integrity in FHF Lao PDR's program operations, fully meeting established institutional policies, standards and donor requirements across budget execution, in-country banking operation, bank/cash advance reconciliation and CSN/donor reporting.

The Finance Coordinator will own the outcomes of:

- Monitor and report on project and workstream finance management activities to ensure efficiency and consistency with established work plans to support Program management.
- Support the monitoring of project budget and track expenditures to ensure that program resources are optimally allocated and utilized.
- Support the manager in providing guidance to the project team and key stakeholders on the procedures, policies, and tools of all operational transactions.
- Provide proactive support on financial management practices, onsite training and mentoring to project partners in financial planning and reporting of FHF projects and closely monitoring the compliance to FHF financial regulations by the partners.
- Support the manager to identify financial issues from across projects and workstreams and to advise project staff on remedial measures to maintain integrity of delivery and improve financial operational processes to increase efficiency.
- Support Country Manager on the asset management, external audits, HQ's internal audit, document filing, and other office accounting tasks.
- Build finance management capability within and across teams and partners to drive a culture of engagement and collaboration within The Foundation.
- Collaborate with financial coordinator cluster country teams, CSN (Finance and Operations Coordinator-Asia/Global Program) and Head office.
- Other tasks as requested by line manager.

DELIVERY

- Place initial screening and controls on country office spending, procurement requests and contract issuance.
- Verify data and ensure data entry and document consistency from spending and expenses of specific project/output management.
- Identify financial issues and risks that will affect consistent program and delivery and report to the manager.
- Maintain financial filing system, reporting/documentary quality to support reporting to donors (e.g. ANCP) and program stakeholders.
- Work with Operation Coordinator and Country Manager to develop, monitor/manage detailed procurement plans, requisition procedures, budget execution plans and schedules in line with yearly work programs and budget lines.
- Consolidate financial documentation for projects and ensure accuracy of project financial reporting.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Bachelor's degree or equivalent in finance and accounting or other related field of study required.
- Strong experience in auditing, accounting, budgeting, reporting, risk management and financial management at international organizations, or multinational businesses.
- Strong competence in the use of standard software programs: Excel, Word, PowerPoint and Outlook.
- Experience with international accounting software.
- Clear communication skills verbally and in writing in English required, with excellent Lao language skills.

- Proven experience in promoting an organizational culture of trust, transparency, respect, and partnership.
- Proven experience in processing and sharing information effectively.

Skills:

- Familiar with financial and accounting systems
- A team player, with result-oriented, creative, and entrepreneurial mindset to solve problems.
- Able to manage emotions and stress positively, build rapport and resolve conflict easily.
- Able and willing to work in a flexible and agile manner. Able to perform strategic and technical analysis in tandem and under time constraints.
- Able to work independently while proactively seeking concurrence and instructions.
- Excellent multi-cultural literacy and interest in being a part of an international team working in an evolving and entrepreneurial environment.
- Excellent communications and facilitation skills.
- Highly organized and able to effectively and efficiently multi-task and prioritize.
- Comfortable working both in a team and independently

Desirable Experience:

- Possession of post graduate qualification and/or partially or fully completing advanced professional certifications in accounting and finance (or comparable professional qualifications) will be an added advantage.
- Experience in promoting the optimum use of public resources.
- Experience in promoting creativity and innovation among staff.
- Be able to lead where needed and provide solutions to project-level challenges.

Qualifications: Minimum Bachelor qualification in Finance, Accounting or related field.

Travel: Domestic and International (based on requirement)

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect. This position does not involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Laos
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children