



Hello from Friends-International Laos

We're looking for a

FINANCE OFFICER

Are you good with finance and passionate about social impact? Work across NGO and social business operations and help make a real difference.

If you answered 'yes', then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994 and operating Peuan Mit program in Laos since 2004. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities

THE ROLE

As a Finance Officer based at Friends-International Laos office in Vientiane, you will play a pivotal role in supporting our organization's financial health and operational efficiency.

You will act as a key link between our finance teams and our frontline teams. Depending on your strengths and the organization's needs, your key responsibilities will be to:

- Provide strong financial support to programs and social businesses, including donor reporting, compliance, and financial analysis
- Support accounting and reporting processes to ensure accurate and timely financial information
- Work closely with program teams to adapt finance procedures to different project needs and contexts

This position is designed to grow with you. We are looking for someone who can adapt quickly, learn as they go, and take on new challenges as the organizational structure clarifies.





Does this describe you?

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth, and their families
- A qualified finance professional with a strong foundation in accounting principles and financial regulations
- Experience working in an NGO, social enterprise, private company, or a combination of these sectors is an advantage
- A proactive problem-solver who enjoys finding practical solutions to financial challenges.
- A positive thinker, results-oriented, and eager to take initiative and grow while working with high ethical standards.
- A native Lao language speaker with good English skills (written and spoken)

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Prepare and review donor reports (e.g. for Safe Migration or Vocational Training programs), making sure numbers match activities and meet donor rules
- Check expenses from programs and social businesses (like training restaurants or retail shops) to ensure they follow internal policies and donor requirements
- Work with program managers to plan budgets, track spending, and adjust forecasts based on real program needs
- Support monthly closing by recording transactions, checking data, and helping prepare internal financial reports
- Help adapt finance tools (budget templates, tracking sheets) so they are easy to use across different countries and teams
- Join program meetings to explain financial data in simple terms and help teams make better decisions
- Lead or support small improvement projects (e.g. simplifying approval processes, improving reporting templates, or organizing finance data)

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to hr.laos@friends-international.org or WhatsApp: 856 20 29930974 and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team