



Oxfam is a global movement of people working together to end the injustice of poverty. Together we save, protect and rebuild lives. And we won't stop until every person on the planet can defeat poverty or any type of inequality or discrimination. We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development, and campaigning, in more than 90 countries. All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Working at Oxfam is so much more than just a job. As an Oxfam employee, you will join a team of dedicated and passionate professionals working to help people overcome poverty, build resilient communities and fight for social justice. Oxfam has had a presence in Laos since the late 1980s and works to deliver a country strategy that focuses on sustainable livelihoods, governance and civil society, gender and diversity and resilient communities.

The Oxfam in Vientiane, Lao PDR, requires an experienced and qualified Lao National to fill the position of **Programme Finance Officer** to be based in our office in Vientiane, Lao PDR.

The PFO is responsible for providing support to the implementation and monitoring of the financial management of the projects and to provide the appraisal and analysis of the necessary financial management of proposals and reports for back-donors. The PFO is directly managed by the Finance Manager (FM).

Functional links

- The PFO relates directly with the Finance Manager regarding all finance management issues
- The PFO relates with other programme finance staff and accountant regarding consolidation of accounts, budget development, monitoring and evaluation.
- The PFO relates with programme managers and program staff regarding budget development, monitoring and evaluation.
- The PFO relates with Oxfam development partners regarding to financial control and partners capacity building.

Overall Responsibilities

- In collaboration with Programme staff and partners, ensuring that project finance management is effective and efficient
- Validate the day to day and ongoing disbursement of programme funds
- Ensuring partners are informed and understand the financial requirement of Oxfam and donors

- Ensuring partners are enhanced in their ability to manage funds in an effective and efficient way while ensuring compliance with donor requirements
- Assist the FM in development of the finance strategy

Specific tasks

1. Donor Financial Requirements:

- Ensure a proper filing system for donor financial contracts/agreement with all donor requirements.
- Assist in audit preparations as per the donor requirements.
- Coordinate regular meetings with partners on donor requirement related issues
- Assist Programme staff in providing training on budget monitoring systems, grants management procedures and various donors' terms and conditions to partners.
- Ensuring all costs is properly coded in the system by reviewing all purchase requisition and payment document.

2. At project level – working with Partners

- Monitor partners and country office expenses related to programme and prepare financial reports to the Head Quarter and relevant donors as per reporting schedule.
- Review and analyse partner's vouchers (with OFO supports) and ensure donor's procurement and compliances as adopted in the contract is followed by the partners.
- Ensures eligibility of costs in accordance with compliance of donor requirements.
- Develop and maintain an efficient filing system of all partners' records including print outs of all relevant emails, memos and maintain the records in soft copy that are accessible effectively when required.
- Assist and support partners with better understating of Oxfam and donor finance, procurement, finance reporting and administration procedures, including the provision of training and workshop through effective communications in sharing data and information.
- Assist partners in developing an efficient management of funds in compliance with donor requirements
- Financial monitoring, internal auditing and field visit of partners field offices

3. At country office level

- Prepare and manage quarterly and annually financial reports required by relevant institutions.
- Liaise with the Programme Manager and Institutional Funding Officer in the process of new project budgeting and/or budget revising as necessary.
- Responsible for the preparation of fund request according to the funding agreement and acknowledgement of fund receipts (AoR) for sending to donors.
- Ensure timely preparation and sending of invoice related in accordance to contract/agreement.

Required qualifications

- Experience in auditing, accounting and finance or Qualifications in Finance Management or other related field is highly regarded.
- Ability to prepare and administer budgets.
- Demonstrated ability to work with multi-disciplinary teams and stakeholders (internally/externally) in management and control of finance policies and guidelines.
- High analytical/negotiating/communication/inter-personal skills.
- Ability to work under highly stressful conditions.
- Sound understanding and compliance of safety and security issues relating to development and humanitarian work.
- Supervisory responsibilities.
- Good knowledge of English and Laos.
- Good Accounting and Microsoft Office skills, particularly Word and Excel.

Personal Quality

- Team player with ability to deal with a range of people from various cultures and different capacities.
- Leadership and coordination skills
- Ability to take initiative and work independently when needed.
- Able to communicate effectively in written and spoken English and Lao.
- Commitment to Oxfam's values.
- Ability to show perseverance, tenacity and the ability to work under pressure.
- A strong focus on results – sets goals, plans and prioritises effectively, monitors quality and progress of work against plans, establishes high level of performance and sets an example to others.

HOW TO APPLY

If you are interested please apply via link;

<https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=7962&company=OxfamNovibP>

Your application must be received by **05 January 2021 at 5pm Laos times**. Please note that only applications received using the link provided can be taken into consideration.

Only shortlisted candidates will be contacted. This vacancy is posted both internally and externally at the same time, however with equal suitability, the internal candidate is preferred. All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which

can include criminal records and terrorism finance checks, or integrity screenings/references relating to misconduct and disciplinary actions in prior employment.

Oxfam aims to attract great talent that not only fits the job but also Oxfam's high standard of values and principles, who shares and demonstrates Oxfam's commitment to prevent and eradicate any type of misconduct including sexual harassment, exploitation and abuse, any other type of misuse of power or lack of integrity and financial misconduct. We are committed to promoting the welfare of children, young people, and adults. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. We are committed to ensuring diversity and gender equality within our organisation. People of all gender identities, sexes, sexual orientations, races, colours, religions, cultures, abilities, etc. are eligible for this position. Female candidates are strongly encouraged to apply.