

Finance Officer

IUCN Lao PDR Country Office

Our mission
"To influence,
encourage & assist
societies throughout
the world to conserve
the integrity & diversity
of nature & to ensure
that any use of natural
resources is equitable
& ecologically
sustainable."

IUCN is a world leader
in developing
knowledge &
understanding for
effective conservation
action.

A unique worldwide
partnership, IUCN
brings together states,
government agencies
& NGO members, &
some 10,000
scientists & experts
from 181 countries in
a global web of
networks to provide a
neutral forum for
dialogue & action on
environment &
sustainable
development issues.



IUCN International Union of Conservation of Nature Lao PDR Country Office in **Vientiane** seeks to recruit a self-motivated and competent staff for the position of **Finance Officer**. This position directly reports to the Country Representative of the IUCN Lao PDR Office, and functionally to the Regional Accounting and Finance Coordinator, IUCN Asia Region Office. The finance Officer will have overall responsibility for the efficiency and accountability of the finance function in IUCN Lao PDR Country Office.

Specific duties include;

- Supervise the recording, classifying and summarizing of the financial transactions of the IUCN Laos Country Office; ensure proper update and maintenance of SUN Accounts; analyze and interpret project financial statements and recommend courses of action;
- Prepare the country office cash flow projections and monitors the continued availability of funds;
- Assist in the IUCN Laos Country Office operations and its project and programmes taking a lead in the financial plans and budgets;
- In consultation with the Programme Coordinator assist with the development, planning and monitoring of the OABC list: develop proposals and/or projects, ensuring adequate levels of cost recovery/ ensure all proposals, budgets and agreements comply fully with APDG rules, Delegation of Authority and IUCN policy and Procedures;
- Ensure the identification and proper inventory of fixed assets of the country office through the conducting annual inventory;
- Ensure systems and procedures are set for accurate preparation and disbursement of payroll ;
- Coordinates with the auditors for the internal and external audit of country office and its component programmes and projects and;
- Provide accounting services and support to the Cambodia project office;
- Provide the required financial information and requirements for Regional Office and IUCN Head Quarters.

The successful candidate should have;

- At least a Bachelor's Degree or equivalent with a major in finance, and / or an internationally recognised accounting qualification
- At least 3 - 5 years experience in accounting and financial management, preferably in an international organisation,
- Experience of working with various accounting packages, including SUN will be an advantage. Exposure to / familiarity with ERP systems will be a distinct advantage
- Fluency in written and spoken English and Lao is essential.
- Demonstrated ability to work as part of a multicultural, multidisciplinary team will be a distinct advantage.

This position is open for Lao Nationals only and is for the initial contract for a period of two years with the possibility of extension. This position is classified as P1 in our classification system and the minimum starting basic monthly salary is USD 917 with a comprehensive health and life insurance.

Interested candidates should send their applications including CV and the names and contact information of two references by **latest 08 January 2012**. Please send your application to:

IUCN Lao Country Office,
082/01 Fa Ngum Road, Ban Wat Chan,
P.O. Box 4340, Vientiane, Lao PDR,
Tel: 021 216401, Fax: 021 216127,

Or send your application by e-mail to: laorecruitment@iucn.org
The full TOR can be downloaded at: <http://www.iucn.org/lao>

Only short-listing candidates will be notified for the interview

IUCN is an equal opportunities employer