

Role Description: Bookkeeper (Vientiane)



Overview:

Reporting to the Chief Accountant/Finance Manager and the Accounting Officer, the Bookkeeper provides basic accounting services to support corporate financial functions and reporting.

Reports to:	Chief Accountant/Finance Manager
Key external relationships:	Current and potential clients
Key internal relationships:	Chief Accountant/Finance Manager, Accounting Officer, Management, all lawyers, and other support staff.
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Permanent, Full Time
Applicants eligible:	Lao Nationals
Location:	Vientiane, Lao PDR

Start date: Mid July or Early Aug 2022
Working hours: 8 hour working day

Main duties of the role:

Skills, Knowledge & Experience Required: ("Selection Criteria")

Bookkeeping

- Entering transactions in Aderant including payments, receipts, advance deposit received, disbursements, and Journal entries such as Depreciation, Prepayment and other adjustments;
- Prepare payment vouchers to vendors, travel claim for partners, advisers and others;
- Performing routine banking activities such as deposits, withdrawals and transfers;
- Prepare advance deposit invoices, and receipts for clients;
- Assisting new employees to open bank accounts;
- Assisting with petty cash tracking spreadsheet;
- Issue VAT receipts and deliver to clients;
- Collect CHQ / payment from clients, deposits and exchange petty cash;
- Update all bank controls (Operating accounts and Advance deposit accounts);
- Update Petty cash controls (USD and LAK);
- Send daily cash report to Regional Finance;
- Ensure all payments vouchers, receipt vouchers, and journal entries are signed properly;
- Daily update cash received from clients;
- Help to fill new vendor form (in case required by clients);
- Other duties as may be required from time to time;

**Role Description:
Bookkeeper (Vientiane)**



Essential skills & experience:

- Tertiary level qualifications in Accounting, or another diploma/degree that includes significant studies in these disciplines;
- Excellent verbal and written communication skills in English and in Lao;
- At least two years' experience in working as a bookkeeper or accountant, including experience with data entry in accounting software program;
- Able to multitask;
- Experience in working with people from varied cultural backgrounds;
- Knowledge of MS Outlook, MS Word and MS Excel at an high level;
- Reliable and punctual; and
- Has initiative and able to make decisions independently.

Applications should include a curriculum vitae or resume, accompanied by a cover letter outlining the candidate's interest in and suitability for the position and be sent by email to the Office Manager, Ms. Sophie Steller, Sophie.Steller@dfd.com or submitted in hard copy format to the Reception desk at Visaya Office Building, DFDL Office 4th Floor, 249 Lao-Thai Road, Vatnak Village, Sisattanak District, Vientiane.

The closing date for application is Monday, 18th July 2022.

All applications and expressions of interest will be treated confidentially, being reviewed only by senior management and our Human Resources team.

Only shortlisted candidates will be contacted for an interview.