Terms of Reference:

**Finance and Administration Assistant**

<table>
<thead>
<tr>
<th>Location</th>
<th>Vientiane, Lao PDR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>2 years with the possibility of extension</td>
</tr>
<tr>
<td>Position Status</td>
<td>National position</td>
</tr>
<tr>
<td>Supervisor / Manager</td>
<td>Finance and Administration Officer</td>
</tr>
<tr>
<td>Performance Management and Reporting Framework</td>
<td>ASEAN-ACT Remuneration Framework for national positions</td>
</tr>
<tr>
<td>Deadline for application:</td>
<td>30 September 2023</td>
</tr>
</tbody>
</table>

**About the Role**

The Finance and Administration Assistant (FAA) plays an important role within the Country Team, providing essential support to the Finance and Administration Officer (FAO) and Operations Manager (OM). The FAA contributes to various functions including administration, logistics, finance, and accounting.

The role is best suited to a proactive and well-organised team player who has experience in project administration, financial management, logistic coordination and interested in a dynamic program.

**About the program**

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia’s long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and are being implemented in collaboration with ASEAN-ACT's partners and stakeholders.
Specific Duties

Finance
- Assist the FAO to prepare activity budgets and supporting documents.
- Under the direction of the FAO/Country Manager/OM, ensure that internal controls are adhered to, that policies and procedures are implemented in accordance with the Operations Manual, and that any updates/changes are communicated to country team members clearly and effectively.
- Ensure policies and procedures are followed, and any payments to government partners are in accordance with government finance regulations.
- Support the FAO in preparing supporting documents and processing cash and bank transactions in a timely manner.
- Track vendor invoices, communicate with vendors for unpaid bills, and provide translated documentation as per the Operation Manual guidelines.
- Scan all files and upload to OneDrive each month as part of the month end process.

Administration
- Work closely with the FAO and Country Team in the sourcing and liaising with suppliers and contractors on program related procurement.
- Procure office supplies, stationaries and propose maintenance and replacement when required.
- Work closely with the FAO to keep essential office consumables such as office supplies, stationery, inventory list and fixed assets record up to date.
- Assist the FAO to coordinate and manage staff, vehicle and office insurance.
- Manage the maintenance logbook and other documents related to program vehicle.

Logistics
- Work closely with the FAO, Country Team and the Logistics Coordinator to organise and manage logistics for program-related travel. This includes arranging visas, flights, accommodation, and transportation, while ensuring timely updates on bookings as needed.
- Provide the Country Team with administrative and logistical assistance. This includes pre-event preparation, on-site and online assistance during the event, and post-event support for activities such as training, workshops, meetings, and other program events.
- Support the Country Team with workshop materials and set up event venue.
- Support the FAO to process the payment of travel allowance to counterparts in accordance with the Operations Manual and government financial regulation.
- Contact translators for events and document translation. Prepare supporting documents for processing payment for interpreter/translation services
- Other duties as directed by the FAO/CM/OM.

Selection Criteria
- Bachelor’s degree in a relevant field (e.g. accounting, financial management, business administration, project management).
- Demonstrated administration and coordination skills, including the ability to plan and meet deadlines.
- Experience in assisting to organise meetings and events including arranging travel and logistics.
- Good interpersonal, teamwork and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders.
- Ability to work under pressure whilst ensuring accuracy and attention to detail; and
- Competent information technology skills.

How to Apply
Interested applicants must submit:
- A curriculum vitae
- The names and contact details of three professional referees
- Current or expected salary
Applicants should clearly indicate ‘FAA-Laos’ in your email title and submit recruitment@aseanact.org.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position’s terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

About DT Global

DT Global is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. DT Global launched in 2019, bringing together AECOM International Development’s Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.