

Job Vacancy – Association for Autism

Accountant – 1 position

Association for Autism (AfA) is a parents/guardians association of Lao persons with autism officially registered with Ministry of Home Affairs by decision no. 136/MoHA dated 15 March 2012. The objective of AfA are (1) Supporting the interests of persons with Autism Spectrum Disorders including their guardians, (2) Supporting the dissemination of Knowledge about Autism, respective research and the education of professionals in the field of autism, (3) Promote the exchange of experiences and enhancing cooperation among members. In order to support the operation of the office, AfA is looking for an Accountant to fulfill the following tasks:

Responsibilities:

1. Overall responsibility for data entry into accounting system and integrity of accounting system data following the accounting policies and procedure of AfA,
2. Processes invoices, prepares cheques for signature and file payment/receipt vouchers on a timely manner,
3. Makes bank deposits and manage account of AfA, Vientiane Autism Centre (VAC), projects and AfA's scholarship fund,
4. Processes payroll,
5. Maintains general ledger,
6. Calculate, prepare and report on budgeted activities,
7. Prepares monthly and year-end financial reports,
8. Reconciles all bank accounts monthly,
9. Mails vendor cheques,
10. Manages Accounts Receivable,
11. Report to the Control Commission of AfA when required,
12. Explain the cash/bank transactions of AfA to the external auditors,
13. Perform some administrative and procurement support role when needed,
14. Fulfill additional tasks as assigned by the board of AfA, President and Secretary General.

The accountant reports directly to the Secretary General of AfA.

Minimum Qualification and Experience:

- Education: University Degree or Advance Diploma in Accounting or related field
- Experience: Minimum 1-2 years working experience as an accountant with NGO or NPA

- Skills: Knowledge of Lao accountancy rules and regulations, proficient in computers, including office applications such as MS Word and MS Excel, Power Point and accounting software (Quick Books)
- Language: Good knowledge of English Language
- Abilities: to make decisions consistent with the values of the organization, works independently and is result oriented, proactively identify issues and facilitate solutions, motivated and positive working attitude with good interpersonal and organizational skills and ability to work in team.

Applications with personal relationship to a person with autism (parent, sibling, relative) will be given preference.

Application Information: To apply for this position, please submit an application letter stating your expression of interest along with your most current CV by email to info@laoautism.org. or by mail at: 010 Ban Phonepapao, Sisattanak District, Vientiane Capital. For any further questions please contact Mr. Bouaphet Khautisen, Secretary General. Tel: 330409.

Closing date for applications: 5 July 2013