CareerLaos

CLTech Sole Co., Ltd
Vientiane Capital, Lao PDR
careerlaos.la

WE'RE HIRING

Admin & Finance Officer

Keep our money and paperwork in order as CareerLaos grows

Position	Admin & Finance Officer, full-time, 1 position
Reports to	Operations & Sales Manager
Location	Based in Vientiane Capital (CareerLaos office)
Start date	December 2026
Working hours	Monday–Friday, 9:00–18:00
Salary	7,000,000+ LAK per month

Paid job posts start in January 2027. You join in December to set up our invoicing and bookkeeping before they begin.

ABOUT CAREERLAOS

Every year thousands of young Lao people finish school, college and university and look for work, while employers in Vientiane and the provinces struggle to find the right people. Most vacancies are still scattered across Facebook pages, groups and notice boards.

CareerLaos (careerlaos.la) is a new Lao job portal that brings them together in one place, in Lao and English. It is run by CLTech Sole Co., Ltd (Career Laos Technology Company Sole Limited), a Lao company based in Vientiane Capital. Employers post a job in minutes by uploading their job description or poster, jobseekers find jobs with smart search, and every applicant arrives in one place. Applying is always free for jobseekers.

The site is live and already has more than 200 open jobs. We are now building our first team. You will join a small, energetic team where your work makes a difference from the first week, and where people who use new tools such as AI to work smarter will do well. As CareerLaos grows, new roles open, and the first team will be first in line to lead them.

ABOUT THE ROLE

From January 2027 employers start paying for job posts on CareerLaos. The Admin & Finance Officer keeps our money and paperwork in order: invoices, payments, bookkeeping, tax and office admin.

If you are careful with numbers, honest with money and personal data, and like seeing things done properly, you will be the person the whole team relies on. To keep money handling safe, the person who sells does not handle payments: that is your job.

KEY RESPONSIBILITIES

- **Invoices and payments.** Issue invoices from the website's payment system, match QR and bank-transfer payments to each invoice, and send receipts.
- **Follow up.** Follow up "post now, pay later" invoices before they are due, and report unpaid invoices every week.
- **Bookkeeping.** Record every sale, expense and petty-cash payment in our bookkeeping workbook, with a receipt for each expense, and close each month by the 10th.
- **Tax.** Prepare and file the monthly tax returns (including VAT) on TaxRIS with the Manager, and keep tax and renewal dates on track.
- **Payroll support.** Prepare monthly payroll records and social security (NSSF) declarations for approval, in confidence.
- **Office admin.** File contracts, agreements and company documents in our online filing system; handle supplies, internet, rent and utility bills; keep attendance and leave records.
- **Support the team.** Help with posting and checking jobs and answering messages at busy times.

A TYPICAL WEEK

- Every day: match payments, send receipts, record expenses
- Every week: unpaid-invoice report and follow-ups
- Every month: close the books by the 10th, file tax on TaxRIS, payroll records

HOW SUCCESS IS MEASURED

- Invoices paid within 14 days
- Every payment matched, with a receipt for every expense
- Books closed by the 10th; tax filed on time

WHAT WE ARE LOOKING FOR

- Diploma or bachelor's degree in Accounting, Finance or Business Administration
- 1–2 years in accounting, finance or admin; fresh graduates are welcome
- Careful with numbers; good with Excel or Google Sheets
- Honest, organised and discreet with money and personal data
- Good written Lao; English good enough to read an invoice or job description
- Knowledge of IT and new technology (websites, online systems, AI tools) is an advantage

Nice to have: Knowledge of Lao accounting rules and VAT; experience filing on TaxRIS is a strong advantage.

WHAT WE OFFER

- Salary from 7,000,000 LAK per month, based on experience
- Yearly salary review, and a bonus when the company reaches its yearly sales target
- Monday to Friday, 9:00–18:00, in Vientiane Capital
- Social security (NSSF), annual leave, paid Lao public holidays, sick leave and maternity leave, as Lao labour law provides
- Work with a small, dynamic team that uses new tools such as AI

- Opportunity to grow with the company: new roles open as CareerLaos grows, and the first team is first in line to lead them

HOW TO APPLY

This role is based in Vientiane Capital, at the CareerLaos office.

Apply on **careerlaos.la**: press Apply on this job's page, or send your CV and a short cover letter by email to **info@careerlaos.la**. Please write the job title in the subject line, for example "Application – Admin & Finance Officer". In your letter, tell us why you want to help build CareerLaos.

Closing date: 20 November 2026. We review applications as they arrive and may hire before the deadline, so please apply early.

Only shortlisted candidates will be contacted. Questions? Message the CareerLaos Facebook page. CareerLaos welcomes applications from all qualified candidates.