



**POSITION: ASSISTANT FINANCE CONTROLLER – DISCOUNT**

**DEPARTMENT: FINANCE**

**LOCATION: VIENTIANE HEAD OFFICE**

## KEY RESPONSIBILITIES

This role will report directly to the **Business Control Director** and will be responsible including but not limited to the tasks outlined below:

- Strong understanding of Health & Safety (H&S) systems, including the ability to implement and continuously improve site-level safety programs.
- Assist Finance Controller in budgeting, forecasting, and financial analysis.
- Support in monitoring internal controls and ensuring compliance with accounting standards and company policies.
- Collect, check, and organize supporting documents related to discounts, trade offers, and promotions.
- Verify completeness of discount documents and ensure compliance with company policies.
- Verify via excel and/or system for discount and make sure it proper calculate.
- Coordinate with Sales and Marketing teams to facilitate approval and documentation processes.
- Maintain proper filing and backup records for discounts and commercial expense documentation.
- Collaborate with cross-functional teams to collect and analyze data for financial and operational analysis.
- Support process improvement projects to enhance efficiency and accuracy in financial operations.
- Provide ad-hoc work and reports as requested by management.

## QUALIFICATION REQUIRED

- At least bachelor's degree in business administration, or related discipline
- Bachelor's degree in accounting, finance, or related field.
- 2–4 years of experience in accounting, finance, or audit.
- Strong knowledge of accounting standards and internal controls.
- Proficiency in Microsoft Excel and ERP systems.
- Good analytical and problem-solving skills.
- Attention to detail, accuracy, and ability to work under pressure.
- Strong communication skills and ability to coordinate with multiple departments.

## HOW TO APPLY

Submit your updated CV and cover letter (PDF in English) to [recruitment@beerlao.la](mailto:recruitment@beerlao.la) before the application deadline on **07 September 2025**. For more detail, please contact our recruitment team: 020 56556272 (Call only) Mon-Fri 8:00 – 17:00

**Noted:** Only shortlisted candidates will be contacted for interview

For us success has always been in the diverse mix of our people, our beers, and our brands. At Lao Brewery, we want to recruit and develop people with a global mindset, cultural understanding, and international experience to ensure that our organization stays agile, inclusive, and prepared for future growth. Only by acknowledging and harvesting from different perspectives and experiences, we will gain competitive advantage and leverage the effect of diversity for business growth. LBC aims to create equal access to opportunity regardless of social identity, and we encourage everyone to apply regardless of gender, nationality, race, religion, or any other characteristics protected by law.

