



**POSITION: BUDGET CONTROLLER – BRAND MARKETING**

**DEPARTMENT: FINANCE**

**LOCATION: VIENTIANE HEAD OFFICE**

## KEY RESPONSIBILITIES

This role will report directly to the Finance Controller – Marketing & Channel, in Finance department and will have overall responsibilities including but not limited as following:

- To Ensure that Expense documents for Marketing and Channel department are proceed complied with internal policies as well as terms and conditions with suppliers
- Be the first stage on reviewing the completeness and correctness of activities' expense documents for Marketing and Channel Department to ensure compliance
- Review reasonableness for marketing expenditures submitted by Marketing and Channel team
- Prepare complete set of payment claim for marketing and Channel departments
- Prepare accrual and reversal details for expenses requested by Marketing and Channel teams for Commercial Controller – Marketing to review
- Control and follow up on expenses claim and payment documents status for Marketing and Channel
- Record above transactions into excel templates for tracking by project, cost group owner, person in charge.
- Prepare FOC (requested for free product) and input to Navision based on proposal from brand marketing team
- Prepare monthly expense report to support to functional director
- Other Ad-Hoc task that may be assigned from time to time

## QUALIFICATION REQUIRED

- 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 **26<sup>th</sup> January 2026**. For more detail, please contact our recruitment team: 020 56556272 (Call only) Mon-Fri 8:00 – 17:00. We look forward to receiving your application.

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.

