



POSITION: 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:

Budget Estimate

- Act as a main coordinator between Finance and Sale Department for budget, estimates from start to approval process.
- Prepare Budget/Estimate templates to Commercial Department to facilitate the transparency of budget/estimate preparations.
- Provide advice and technical guidance related to budgeting principle, templates and other relevant basis on budget/estimates as needed.
- Follow up and monitor the submission of Budget/Estimates from Sub-Cost Group Owner.
- Support and recheck the transparency of budget/estimate which submitted by Sub-cost group owner and communicate with them on unreasonable increasing of expense or budget.
- Review Trade offer volume and Promotion volume which prepared by Sale and Chanel Manager, to make sure that it consistent with Sale volume change.
- Prepare OCM data of discount for budget and estimates.
- Prepare presentation slide and backup data for commercial expense and discount plans in Budget/Estimates.
- Work closely with Sale Department for Budget and Estimate from start to approval process.
- Other ad-hoc/support to Business Control Manager up on requested.

Monthly Reporting

- Ensure that all discount incurred during the month are booked/accrued.
- Contact with Sale department to track trade offer and any activities/promotions run during the month were booked in proper period.
- Prepare analysis on discount (actual vs budget/estimates and LY).
- Prepare slide of discount to support CEO flash call.
- Prepare PVM of discount for each month end and perform analysis.

Daily work and other tasks:

- Verify completeness of claim document on discount.
- Giving advice to Budget Controller on any financial issues.

Others

- Ensure team compliance to all LBC policies and procedures. Including but not limited to the Internal Working Rules and OHSE.
- Support ad-hoc work were assigned by Business controller Director/CFO/function Commercial Director.
- Provide on the job training to sale team related financial part.
- Facilitate or assist to sale team to ensure that there are good control in-place over discount.
- Create template (if need/request) from sale team to support efficacy workflow.

QUALIFICATION REQUIRED

- Bachelor or master degree in finance or a related field.
- 3-4 years relevant working experience
- Having basic of budgeting
- Proficiency in MS Office, especially, spreadsheet and PowerPoint
- Communicates and networks effectively and possesses good influencing skills
- True team player with well-developed collaboration skills.
- Fluent in English & Lao (writing and speaking).
- Clear analytical thinking and gets to the heart of complex problems and issues.
- Possess a systematic and structured working style while at the same having an entrepreneurial approach
- Confident and effective in dealings with colleagues.
- Result oriented – get things done.
- Independent and self-motivated.
- Able to work in a Matrix organization on a strategic and tactical level.
- Work well under pressure and tight timeframe.

HOW TO APPLY

Submit your updated CV and cover letter (in English) to recruitment@beerlao.la before the application deadline on **31 August 2025** Tel: 020 56556272. For more detail, please contact our recruitment team: Mobile 020 56556272 (call only) working day (Mon - Fri 8:00 - 5:00)

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.