

# BUILDING NETWORKS BEING CHALLENGED



**POSITION:** BUDGET CONTROLLER – CHANNEL (TRADE MARKETING)  
**DEPARTMENT:** FINANCE  
**LOCATION:** VIENTIANE HEAD OFFICE

## ROLE OVERVIEW

This role will be responsible for booking, monitoring, and controlling trade marketing expenses to ensure effective utilization of resources and compliance with accounting and company policies. The role works closely with Trade Marketing, Sales, and Finance teams to track spending, manage forecasts and ensure financial discipline in all trade marketing activities.

## WHAT YOU'LL BE DOING

### Monthly work

- Prepare payment voucher for trade marketing expenses (payment to suppliers, Market visits claims and clearance advance) and approve by brand market director and send to accounting department for booking
- Prepare FOC requested from Channel marketing including promotion both for occasion and other promotion, FOC support to outlets (PC) and signage rental fee to be converted to FOC) for submit approval
- Prepare a request FOC form and submit for approval (both input Excel and NAV online)
- Provide explanation and constructive guidance on any queries/unclear expense under OCM and company policy to Channel Marketing Team
- Received Goods Received Note and make budget cut before sending accounting for booking for Channel Marketing Team
- Perform reconciliation for FOC requested and actual issued from warehouse.

### Daily work

- Review actual booking and liase with project owner whether there is any transaction for accrual or reversal details and submit to Finance controller for verify
- Reconcile Prepayment for trade marketing expenses
- Review booking transaction whether it was proper record for GL, Cost Center and Brand Code if not then provide proper transaction to accounting team
- Ad-hoc: recheck completeness set of documents, prepare CSD and Water promotion claims. Support in case any urgent tasks especially FOC for festivals update SKU of products when have updated



## WHAT WE'RE LOOKING FOR

- Bachelor's degree in accounting, Finance, or related field.
- 2 years of experience in accounting or finance
- Good knowledge of accounting standards and internal controls.
- Proficiency in MS Office (especially, spreadsheet and PowerPoint) and ERP systems.
- Good analytical and problem-solving skills.
- Attention to detail, accuracy, and ability to work under pressure.
- True team player with well-developed collaboration skills
- Strong communication skills and ability to coordinate with multiple departments
- Having basic budgeting
- Fluent in English & Lao (writing and speaking)
- Flexible for occasional business travel

## OUR GROWTH CULTURE

### Semper Ardens

- Always burning, striving for more
- Sets clear and stretch objectives and rigorously tracks delivery
- Seizes opportunities, embraces and drives change

### Positive energy and compassion

- Proactively aligns self and team towards agreed priorities
- Actively promotes 'one-team' spirit and collaboration across functions

### Consumer Passion

- Anticipates and acts on the needs of consumer/customer/society
- Always have the consumers interest at the heart of all decisions.

### Decide fast and deliver with excellence

- Takes and executes decisions with quality and speed
- Plans effectively, sets priorities and puts ideas into practice
- Takes into account details and big picture when solving problems

### Empower, support and grow our people

- Involves and inspires others and gives people responsibility
- Listens actively and wins others over to win-win solutions
- Detects and encourages talent and coaches towards company targets

## HOW TO APPLY

Submit your updated CV and cover letter (in English) to [recruitment@beerlao.la](mailto:recruitment@beerlao.la) before the application deadline on **20<sup>th</sup> July 2026** For more detail, please contact our Talent Acquisition team: Mobile 020 56556272 & 020 57895255

## BREWING FOR A BETTER TODAY AND TOMORROW

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.

