

INSPIRING WORK SERIOUS PLAY



POSITION: ACCOUNT RECEIVABLE CONTROL OFFICER

DEPARTMENT: FINANCE

WORK LOCATION: VIENTIANE HEAD OFFICE

ROLE OVERVIEW

This role will be responsible for monitoring and controlling customer accounts receivable, credit limits, payment terms, outstanding balances, aging, bank guarantees, and customer contracts. The role ensures effective credit control, accurate and timely account receivable reporting, proper management of customer credit exposure, and compliance with approved credit policies and internal controls. This position works closely with Sales, Marketing, IT, customers, banks, and other relevant departments to minimize credit risk, strengthen receivables control, and support healthy cash flow and working capital management.

WHAT YOU'LL BE DOING

- Coordinate with IT and Sales to block and unblock customer accounts in accordance with overdue payment status, approved credit limits, and company credit control procedures.
- Coordinate with IT to update customer credit limits based on duly approved requests and authorized documentation.
- Prepare and maintain daily and monthly Accounts Receivable (AR) aging reports for all customers, ensuring accuracy, completeness, and timely submission.
- Prepare and monitor Accounts Receivable outstanding reports covering Normal Sales, Weekend Credit, and Pre-Move transactions.
- Monitor customer outstanding balances, aging, and overdue accounts, identifying significant exposures and following up with relevant departments.
- Monitor bank guarantees and coordinate with banks and customers to ensure guarantees are valid, sufficient, properly documented, and maintained in accordance with contractual requirements.
- Monitor customer contracts, including contract validity, expiration dates, renewal requirements, and related credit conditions, and follow up with relevant parties as required.
- Monitor customer credit limits and payment terms to ensure transactions remain within approved credit conditions and company policies.
- Prepare and provide daily reports on outstanding and overdue receivables for Sales and Marketing, highlighting significant overdue balances and accounts requiring immediate action.



- Prepare monthly Accounts Receivable reports and provide accurate receivables information to the Treasury Manager and relevant management teams.
- Monitor customer accounts to identify credit exposure, overdue trends, and potential credit risks, and escalate significant issues to the appropriate management.
- Prepare and provide daily reports on outstanding and overdue receivables to Sales and Marketing teams, highlighting key overdue accounts and required follow-up actions.
- Maintain accurate and up-to-date customer credit information, AR records, aging reports, bank guarantee records, and contract documentation.
- Ensure all AR control activities comply with company policies, approved credit procedures, internal controls, and contractual requirements.
- Support Treasury and Finance teams in working capital management, credit control improvement, and reduction of overdue receivables.
- Provide accurate information and support documents for internal and external audits when required.
- Perform other Accounts Receivable, credit control, and treasury-related duties as assigned by the Treasury Manager.

WHAT WE'RE LOOKING FOR

- Bachelor's degree in Finance, Accounting, or related discipline
- Good knowledge of Accounts Receivable and credit control, with good analytical, problem-solving, reporting, and attention-to-detail skills.
- Effective communication, coordination, follow-up, and time management, with the ability to work well with internal and external stakeholders.
- Proficient in Microsoft Excel, Microsoft Office, and ERP/accounting systems, with a good understanding of internal controls and compliance.

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 before the application deadline on **20th Oct 2026** for more detail, please contact our Talent Acquisition team: 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.

