

# BUILDING NETWORKS BEING CHALLENGED



**POSITION:** INTERNATIONAL PAYMENT OFFICER - CAPEX AND OTHER  
**DEPARTMENT:** FINANCE  
**LOCATION:** VIENTIANE HEAD OFFICE

## ROLE OVERVIEW

- To ensure timely and accurate international payments to overseas suppliers in accordance with agreed payment terms and due dates, minimizing the risk of late payment and penalties.
- The position is also responsible for effectively managing foreign exchange requirements by coordinating with banks to secure sufficient currency availability and support efficient payment execution.

## WHAT YOU'LL BE DOING

- Perform call checklist when the supplier update bank account
- Coordinate with procurement and IT for opening, updating vendor master data
- Arrange document payment based on due date
- Review and follow up mismatched invoices/supporting documents with other departments.
- Prepare offline payment by (outward remittance application form of bank) and copy purchase order, invoice, custom clearance, contract... then submit to bank
- Prepare online payment for ANZ bank and scan purchase order, invoice, custom clearance, contract...then submit to ANZ SharePoint
- Follow up payment with banks
- Booking payments in NAV system
- Closing purchase order which completed payment match with purchase order
- Prepare weekly payment on time report
- Summary of Monthly payments report
- Report and follow up advance payment with Procurement and Suppliers
- Response oversea suppliers related to email, payment transfer....
- Deal with banks for purchasing hard currencies
- Other assigned work by Treasury manager



## WHAT WE'RE LOOKING FOR

- Bachelor's degree in finance, Accounting, Banking & Finance or a related field
- Minimum 2–3 years' experience in International Payments, Treasury, Finance, Accounting, or Banking Finance.
- Experience processing overseas payments in multiple currencies
- Good English communication skills (reading, writing, and basic communication)
- Strong knowledge of finance and accounting.
- Basic understanding of ERP systems or any related programs
- Proficiency in Microsoft Excel and data handling tools
- Accuracy and attention to detail
- Good communication, coordination, and problem-solving skills
- Ability to manage multiple tasks and meet deadlines independently

## 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 **15<sup>th</sup> September 2026**. For more detail, please contact our recruitment team: Mobile 02056556272 and 02057895255

## 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.

