



Burapha Agroforestry Co., Ltd is a Swedish/Lao plantation and wood products manufacturing company, with its own plywood mill, sawmill, and plantations.

Established in Lao PDR in 1994, Burapha's objective is to build a timber plantation asset in Laos large enough to be the core wood supplier for a major industrial operation. Burapha currently operates a sawmill/furniture factory and a new, state-of-the-art plywood mill, which commenced production in 2021.

Tax and Accounting Supervisor

Location: Vientiane HQ

Job Overview:

This position will provide leadership and direction to ensure the development of relevant financial information, and timely financial budgeting and planning and financial reporting for senior leadership, and key stakeholders. Additionally, assist the CFO in managing and controlling the organization's financial processes, making the necessary changes to upgrade and improve process, policies or procedures, and develop their team.

Key Responsibilities:

- Accurate recording of transactions
- Validate all entries prepared by the Accountant and Field Accountants
- Prepare entries for salary tax (PIT), recharges, inventory and internal transfers etc
- Prepare balance sheet statement, Accurate statement of the balance sheet: Account reconciliations, short term assets, stock, Bio assets, short term liabilities
- Prepare tax related accounts (VAT, corporate tax, PIT, SSO, withholding tax
- Maintain relationships with relevant Lao Authorities on financial and tax matters
- Coordination of accurate and on time month end reporting process
- Review and approval PI and PV as per Delegation of Authority day to day
- Review monthly payroll file to ensure accuracy with CFO support
- Management of the Field Accountants

Qualifications / Experience:

- Bachelor's degree in Accounting
- CPA desirable
- Considerable experience in financial accounting and tax role, including supervisory experience
- Excellent knowledge of Lao tax law and international financial standards
- Previous experience in an international company and/or Big 4 audit firm highly regarded
- Excellent financial and reporting skills
- Excellent leadership ability and experience to manage a multi-functional team
- Exceptional analytical skills
- Strong customer service mindset
- Excellent verbal and written communication skills in Lao and English languages
- Outstanding interpersonal, negotiation and influencing skills
- Proactive and self-motivated approach



- Excellent planning and organisational skills to meet deadlines and juggle conflicting priorities
- Ability to work well under pressure
- Attention to detail
- Strong excel and accounting ERP software

We offer a competitive remuneration package and a supportive and committed team environment.

To apply, please send your CV, proof of qualifications and a cover letter (optional)

to: recruitment@buraphawood.com

Closing date 31st October 2023