



**Job Title: Finance Officer (On Site)**

Join LIRNEasia, a dynamic and internationally recognized Think Tank, as a "Finance Officer".

**What we offer:**

Competitive remuneration, a supportive work environment, and the opportunity to learn new skills.

**As a Finance Officer you will engage in the following:**

- Assist project and finance teams to manage project finances
- Manage procurement and travel arrangements across the organisation
- Organise and manage LIRNEasia events
- Assist CEO with admin related matters
- Assist COO with HR related matters

**What you'll need:**

- Minimum 4 years' experience in handling project related finance and admin and reporting to funders and clients
- Strong written and verbal communication skills in English, any other language will be an advantage
- Experience working with diverse and/or remote teams

**To apply**

- Email [hr@lirneasia.net](mailto:hr@lirneasia.net) on or before 29<sup>th</sup> March 2024
- SUBJECT: Finance Officer
- Detailed CV (Max four pages) with contact details of two non-related references

**What we do**

LIRNEasia ([www.lirneasia.net](http://www.lirneasia.net)) is a think tank based in Sri Lanka and active across emerging Asia-Pacific. We conduct in-depth, policy-relevant research on infrastructure industries including the ICT/Digital sector. Our work often extends to other areas such as labour, education, agriculture, energy, disability, and poverty. We collect robust data, document regional good practices, and disseminate independent, actionable knowledge, to policy makers, regulators, private sector, and media, with the view of benefitting the poorest citizens in Asia.

**Please note that LIRNEasia will only contact applicants that have been shortlisted for interviews.**