

## Vacancy Announcement

Trocaille is an International NGO and works with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. The organisation works in up to 20 countries across Africa, Asia, Latin America and the Middle East towards five goals:

- Promote Access to Justice.
- Achieve Climate & Environmental Justice.
- Ensure Women & Girls' Protection, Voice & Influence.
- Save Lives and Protect Human Dignity and
- Mobilise the Public on the island of Ireland to achieve Global Justice.

Our work is rooted in Catholic Social Teaching and in our values of Solidarity, Courage, Participation, Perseverance and Accountability.

The newly established regional office in Chiang Mai supports Trocaille's programming in Thailand and Myanmar, which is currently focused on humanitarian response, resource rights, women's empowerment, prevention of and response to gender-based violence and peace & development. Trocaille is first and foremost a partnership agency, supporting local and national civil society organisations to support communities. All our work is carried out in partnership with local and national actors. Trocaille is first and foremost a partnership agency, supporting local and national civil society organisations to support communities. All our work is carried out in partnership with local and national actors.

**Job Title : Senior Finance Officer**  
**Location : Chiang Mai, Thailand - with frequent travel to project areas.**  
**Department : Finance**  
**Contract Period : 12 months**

### Description of the role / department

The main purpose of this position is to provide an efficient, timely and relevant day to day financial support and services to the programme and operations departments, preparing the expenditure and income vouchers, attaching the necessary supporting documents, posting all approved vouchers onto Agresso General ledger, managing the Trocaille Regional Office Petty Cash, responsible for grant transfer to project partners, ensuring that the grants payment Receipt of Grants along with bank statement are receiving on time. In additions, this FO is responsible for the partners financial management of Trocaille's long term development as well as humanitarian programmes. This position holder will manage the projects and partners for funding received from different institutional donors (IF), including Irish Aid, UNOPS, other IF donors and Trocaille own unrestricted fund. The position holder will also be responsible for ensuring partner compliance with Trocaille and donor requirements, providing technical assistance and capacity building in financial management and systems to Trocaille and partner organisation. Furthermore, the position will be preparing and submitting statutory requirement of Thailand.

The role will report to the Head of Finance and Compliance (HoFC) and will closely working with the Senior Operations and Administration Officer, Country Director and programme team based in Chiang Mai, Thailand.

This position will be based at Trocaille's Regional Office in Chiang Mai, Thailand.

## Key Duties & Responsibilities

### **Financial Accounting:**

- Responsible for preparing the vouchers for all approved income and expenditure for Chiang Mai Office
- Responsible for timely payment of approved staff float/advances, direct expenses claim by Trocaire staff, contractors, suppliers and other expenditures
- Responsible for posting all approved vouchers onto Agresso General ledger on a timely basis
- Responsible for preparing, maintaining, and obtaining confirmation on if applicable:
- Weekly petty cash count and confirmation
- Following up outstanding travel floats and other advances items
- Responsible for collecting monthly bank statements for Chiang Mai office and prepare monthly bank reconciliation

### **Petty Cash Management:**

- Responsible for the monthly and quarterly cash forecast for programme support budget in consultation with Head of Finance
- Responsible for maintaining the accurate records for all daily cash transactions
- Responsible for withdrawing cash (THB/USD) from Trocaire bank
- Responsible for daily petty cash logsheet is updated and close every day and weekly petty cash count and confirmed by Head of Finance & Compliance
- Responsible for informing Head of Finance & Compliance on the safe and petty cash balance for maintaining an appropriate level of cash balance in the office
- Responsible for Trocaire Myanmar country office cash in office (petty cash and safe balance) are insured covering the risk of theft, fire, damage and burglary risks at all times.

### **Supporting documentation for all expenditure**

- Responsible for organising the standard filing systems for all income and expenditure vouchers, financial reports, lease agreement, consultancy contract and supporting documents.
- Responsible for checking the required supporting documents are attached for:
  - a) floats for field activity and staff travel floats,
  - b) cash payments/disbursement,
  - c) responsible for checking and verifying for all programme related expenditure specifically the required supporting documents that are needed for policy and IF donors' requirements as per their rules and regulations before submitting to budget holder for their approval
  - d) Domestic flights booking Supplies Request, flight tickets, invoices, boarding passes

### **Internal & external audits:**

- Responsible for making available for all vouchers and supporting documents and for Trocaire internal and external audits.

### **Project and Partners' Budgeting:**

- Responsible for Institutional funding (IF) partnership programmes/projects budget preparation and consolidation with meeting all financial budgeting standards of Trocaire and IF donors' deadlines as per the Trocaire and Institutional Funding Donors (IF) requirements, rules & regulations.
- Responsible to use the consistent FX rates for IF donors budgeting process and reporting purpose unless there is specific IF donors' requirements and policy to use different FX rates for their budgeting and financial reporting.
- Assist the HoFC, Head of Programmes (HoP), Country Director (CD), Programme Team and partner organisations by providing the appropriate financial technical support and guidance to them during the process of preparing the IF donors budget and subsequent budget reviews and revisions to submit to the IF donors and Trocaire Headquarters.

**Financial Recording/accounting:**

- Responsible for that all project partner organisations are maintaining their financial records in an acceptable standard, accurate and enough supporting documents as per Trocaire and IF donors' requirements.
- Responsible for providing the IF donor budget codes for all Trocaire expenditure to Trocaire staff as well as partner organisations as per their approved IF donors project budgets.

**Financial Reporting, reviewing, monitoring and evaluation:**

- Responsible for receiving, reviewing, and providing feedback for the partner financial reports within the reporting deadlines.
- Responsible for financial reporting review with the programme team member(s) and ensure that Trócaire and IF donor requirements and standards are being met, the expenditure are in line with the approve budgets and plans, partnership agreement between Trocaire and partners and IF donors' rule, regulations and requirements.
- Responsible for partner financial management systems reviews, support in designing the accounting and reporting systems, provide on- the-job training, provide other on-going financial guidance and any other required technical support to partners including forms and formats for accounting records.
- Supporting and assisting in financial management training to Trocaire program staff and partner organisations to enhancing their financial management capacity.
- Analyse and monitor partner financial reports at least monthly basis to ensure that their spends are always on track, are in line with agreed work plans and that all variances are identified early on and acted upon appropriately.
- Support and facilitate to review partner Budget vs Actual (BvA) reports with programme team, provide feedback and comments to partners; receive the final reports, lead to consolidate, share with HoFC/HoP/CD for finalising and submitting to Trocaire HQs and IF donors on time.
- Support project partners in preparation of their financial reports that comply to the grant agreement signed between Trocaire and partner, IF donors rules & regulations and generally accepted standards.
- Responsible for preparation of the project/partners' financial reports according to the IF donor requirements and submit to HoFC to review prior submitting to the donor by Programme Team.

**Project End External Audits and Compliance:**

- Facilitate and support during the carry out the Trocaire internal audit, IF donors audit (external audit, Spot check, Expenditure Verification whatever term use by IF Donors) & project end external audits as required and implement the recommendations both internally and with partners in close coordination with the relevant Programme Team.
- Share the audit findings and recommendations to the partners; follow up on resolving all arising audit issues/findings and ensure that all agreed audit findings, recommendations, and management responses are implementing in a timely manner.
- Responsible for ensuring that the partners are complying with the Trócaire partnership agreement, IF donors rules and regulations and local legislations.
- Responsible for assessing, reviewing, and updating the status of the partners against the Trócaire Minimum Requirements for the Partnership Funding.
- Regularly update the project on partner reporting status, expenditure patterns and areas of financial risk to Programme Team, HoFC to discuss and take necessary decision and action to address those risks and issues.
- Lead to carry out and assist in the investigations on the alleged financial fraud financial irregularities involved in any partner organisation in coordination with the Programme Team and HoFC.
- Responsible for making available for all vouchers and supporting documents and for Trocaire internal and external audits.
- Participate in the partnership programme team meetings to ensure a full understanding of all partnership programme work, sharing the partnership programme/projects financial management situation and in order to take necessary actions to address them on time with potential solutions.

**Regulatory filings and tax compliance:**

- Prepare financial reports for local authorities, including midterm and annual financial reports and financial statements according to their templates.
- Monitor deadlines for various compliance filings and ensure timely submission.
- Prepare and file federal, state, local tax returns as applicable
- Ensure timely payment of taxes and compliance with tax regulations in Thailand.

**Financial Management Capacity Building:****Trocaire Programmes team:**

- Provide technical financial advice and expertise to the programme team specifically in the programme/project budget preparation, financial reporting, budget vs actual review in Unit 4 ERP Systems.

**Learning and sharing the best practices:**

- Attend in the programme finance team meeting, share the issues and challenges to have common understanding on the issues/challenges and explore the best solutions to address these issues and challenges with common approach and collectively.

**Other duties:**

- As requested by the Head of Finance and Compliance (HoFC) and Country Director.

**Behavioural Competencies in Line with Trócaire's Competency Framework****Behavioural Competency Framework**

- **Leading:** Reflecting our values of Participation & Accountability, acts to inspire and lead others to achieve their potential, demonstrating Trocaire's values with integrity in order to achieve our organisation's objectives.
- **Communicating:** Reflecting our value of Participation, being one organisation, communicating clearly and transparently across, teams, units, divisions, locations and other external organisations. Getting our message across with impact.
- **Collaborating:** Reflecting our values of Participation & Solidarity, partnering effectively as One Trocaire organisation and, in solidarity, maintains positive relationships built on trust and respect.
- **Stewardship of Resources:** Reflecting our value of Accountability and decision-making around the best use of resources. Using our resources transparently, sustainably, ethically, fairly & with integrity; acknowledging Trocaire's reputation in the use of resources.
- **Delivering Results:** Reflecting our values of Accountability & Perseverance, getting a quality job done through effective performance, planning and decision making.
- **Continual Improvement & Learning:** Reflecting our values of Participation & Courage, constantly looking to learn and develop self, employees, and partners to better fulfil Trocaire's mission.
- **Flexibility & Change:** Reflecting our values of Participation & Courage, adapts positively to change and to different ways of doing things; manages or takes part in change processes in a way that is appropriate to role in the organization.

**Safeguarding Programme Participants-Children & Adults**

- Trocaire is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on
- this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff,
- consultants and other organisational representatives. More information on Trocaire's safeguarding policies.

**Diversity and inclusion**

- We welcome diverse applicants to join our inclusive workforce.

<ul style="list-style-type: none"> <li>• Trocaire is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome</li> <li>• applicants from diverse backgrounds to bring their experiences and perspectives to Trocaire. More information on Trocaire's Diversity and Inclusion statement.</li> </ul>	
<b>(E) Qualification</b>	<ul style="list-style-type: none"> <li>• At least University Degree in Business Administration/B Com/ CPA / ACCA Stage II.</li> </ul>
<b>(E) Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 4 years of work experience of financial management of I/NGO specifically, the partnership &amp; IF funded project grant management experience of I/NGOs</li> </ul>
<b>(E) Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent financial management skills and knowledge on budgeting, accounting, financial reporting, financial reviewing/monitoring and internal &amp; external auditing of projects</li> <li>• Experience and skills on budget vs actual, management and statutory financial reports needed for various stakeholders (Government, Head Quarters and Donors).</li> <li>• Excellent computer skills of Ms Word, Excel, e-mail, internet &amp; thorough knowledge, and skills of Accounting Software preferably Unit 4 ER.</li> <li>• Fluency in both Thai and English is required (Reading, Writing and Speaking), Myanmar languages is considered as an asset.</li> <li>• Excellent communication and training/capacity building skills.</li> <li>• Ability to work well with partners and IF donors under strict deadlines</li> </ul>
<b>(E) Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work in a team.</li> <li>• Self-starter</li> <li>• A commitment to social justice and the ethos of Trócaire.</li> <li>• Must have Legal right to work in Thailand or Thailand National only</li> </ul>
<b>(E) Other</b>	<ul style="list-style-type: none"> <li>• Cross cultural awareness and sensitivity.</li> <li>• Empathy with Trócaire's partnership approach, Catholic Social Teaching and a commitment to partners' capacity building.</li> <li>• Flexible and adaptable to a changing environment.</li> <li>• Strong interpersonal and teamwork skills</li> </ul>

Interested individuals should submit their application letter and updated CV by email to HR Department at: [hrmyanmar@trocaire.org](mailto:hrmyanmar@trocaire.org), Contact phone number: +66 090-674-8574.

Application Submission Deadline: 5:00 PM, 23-February-2026

We are recruiting for this position on a rolling basis. Applications will be reviewed regularly, and early submissions are strongly encouraged. The position will remain open until a suitable candidate is identified.

**Note:** Those applicants who fail to mention or incorrectly mention the vacancy position/title and vacancy organisation's name in their application will not be considered for shortlisting. Candidates in whose qualifications and experience Trócaire has further interest will be notified for interviews.