

Vacancy announcement

Position: Accounting Officer, RECOFTC Main Office

Deadline for application: 21 February 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based, and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs, and brings together governments, communities, businesses, academia, and civil society organisations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country programme offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand, and Viet Nam.

RECOFTC Main Office is seeking an Accounting Officer for its Corporate Services Unit based in Bangkok, Thailand. The position is open to Thai nationals. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The Accounting Officer is a member of RECOFTC's Corporate Services (CS) Unit and works under the direct supervision of the Senior Accounts Officer. The Accounting Officer is responsible for the accounts payable process and performs tasks in the accounting and finance functions, working efficiently to ensure the smooth running of the Finance team.

Specific tasks and duties include:

Payment processing

- Process all payments for the RECOFTC main office and Thailand country office, based on suppliers' invoices as well as staff requests
- Ensure timely preparation of payments for review and approval; and paid through the bank application within due dates
- Ensure that payments withhold proper tax percentages and that these taxes are submitted to the Revenue Department on time
- Ensure sufficient bank balance before remittance
- Lead the implementation of the E-Withholding tax feature

- Liaise with local banks for transactions such as cash deposits, international and local bank transfers as well as dealing with foreign currency exchange
- Responsible for all means of payment, including per diem for staff and participants, as well as vendors' invoices. This includes preparing cheques, withdrawal slips or documents for online banking transactions such as facilitating the signing of authorized signatories
- Ensure accurate, complete, timely and proper authorization in accordance with RECOFTC policies and regulation

Documentation

- Prepare and check all relevant supporting documents such as payment request, travel authorization, purchase request and other related documents concerning payments along with Payment Voucher prior to the review
- File vouchers in an organized system in the office and outside storage. Ensure that both paper and electronic files are easily retrievable for audit checks
- Provide supporting documents for financial reports to different donors
- Work collaboratively with the relevant team and personnel for an effective documentation process, and seek clarification, if and when required from the supervisor in a timely manner

Support Treasury functions

- Take charge of petty cash boxes of THB and foreign currencies
- Support monthly cash count of petty cash boxes
- Prepare journal adjustments
- Perform timely bank reconciliation of all bank accounts of RECOFTC, main office

Others

- Support the Senior Accounts Officer in liaising with internal and external auditors on payment transactions
- Support the implementation of the ERP project
- Maintain financial records, codes and records payment; ensure accuracy of computation and completeness of documents.
- Work with Accounts Officer to maintain records of and follow up all advances, reporting to supervisor cases of long outstanding advances.
- Perform any other duties as assigned by the Senior Accounts Officer and the Finance Manager.

Qualifications and experience:

The Accounting Officer should have the following essential qualifications and experience:

Essential

- A bachelor's degree in accounting, finance or related field
- At least five years of working experience in accounting, preferably in Accounts Payable function
- Ability to handle multiple tasks and meet deadlines
- Attention to detail
- Knowledge of computerized accounting system

- Good written and verbal communication skills in Thai and English
- Good interpersonal communication skills
- Must be a Thai national

Desirable

- Knowledge of MS Dynamics 365 strongly preferred
- Experience working in an international nonprofit organization
- Good problem-solving skills
- Good analytical skills

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize wellbeing

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations, and provide the current contact details of three referees, including recent supervisors. [Please apply by clicking here.](#)

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.