



Norwegian People's Aid

46 Sathorn 9 Sathorn Tai Road, Kwang Yanawa, Khet Yanawa, Bangkok 10120

JOB VACANCY

Post Title:	Finance Assistant
Number of Position:	One
Deadline for Applications:	8 July 2024
Duty Station:	Thailand, Bangkok
Length of Contract:	One year with renewable
Start Date:	As soon as possible
Announcement Date:	25 June 2024

Background

Norwegian People's Aid (NPA) was founded in 1939 as the labour movement's humanitarian solidarity organisation with approximately 14000 members in Norway and a total of 2500 employees working in more than 30 countries around the world. NPA's core areas are International Development, Humanitarian Assistance, Humanitarian Mine Action and Disarmament, First Aid and Rescue Services and International Solidarity, Anti-Racism & Inclusion. In all our interventions, we continuously work to reduce our climate- and environmental impact.

NPA works with local partner organisations in humanitarian response, and uses its own operational capacity as a leading mine action operator to provide protection against explosive weapons. Where there are few viable local alternatives for urgent response, we also provide direct humanitarian assistance.

We are actively looking for **highly organized and efficient Finance Assistant** to join our team. The Finance Assistant works under the day to day supervision of Finance Manager and will ensure that financials and accounting practices are performed in compliance with NPA's and related policies, rules and regulations and standards of the Kingdom of Thailand.

Main Responsibilities:

Office Finance and Accounting

- Prepare cover vouchers for entries into Agresso System after checking and ensuring necessary supporting documents and authorization are in place in accordance with NPA guidelines.
- Adhere to budgetary control measures and ensure proper control of budget lines.
- Maintain proper filing for monthly closing and cash count documentation, and record keeping system within the accounts department, enabling efficient tracking of information at any time.
- Make the transaction posting of accounting data into Agresso system in a timely manner.
- Provide financial status report when is requested by management.
- Assist Finance Manager in monthly and year-end financial closures.

- Keep tracking of plan for disbursement request and transfer to partners.
- Handle bank process including follow up income transfer, withdrawal, bank settlements and any other bank transactions and procedures.
- Assist workshop and meetings including payment of travel expenses and per diems to participants.
- Assist in interim and annual audit process.
- Maintain financial records and financial system for NPA, which conforms to the accounting standard and practices of Thailand and NPA HO in Oslo.

Communication and Reporting:

Communicate with partners and NPA staff, including:

- Focus on a high level of communication and information flow within the NPA team and with partners.
- Proactively prepare situation reports for the FM when deemed necessary.
- Submit updates, cash flow, exchange rates and relevant reports in a timely manner to the FM.

Perform any other necessary duties within limited time period when requested by the immediate supervisor and/or Country Director. The tasks and responsibilities might be changed during the contract period due to operational needs. This will be discussed with the employee and will be revised accordingly.

Required qualifications:

- **Thai Nationality Only.**
- Relevant education in Accounting and Finance.

Experience:

- Entry level or 1-2 years of work experience in relevant field.
- Ability to act independently to identify and analyze problems and recommend effective solutions.
- Experienced user in Microsoft Excel, Word, and windows-based accounting software.
- High level of both spoken and written English.
- High level of social communication skills and good skills in teamwork.
- Ability to motivate and engage your team to provide the best possible support to the organisation and its partners.
- **Flexibility and positive attitude with a good sense of humour!**

Submission of application:

- Applications shall be in English.
- A cover letter expressing the motivation to work for this specific position.
- Updated CV including contact telephone number, education qualifications.
- Contact details of **two professional references** to:
- **Via e-mail: myatm@npaid.org**
- Please note that applications received after the deadline will automatically be discarded and only short-listed candidates will be contacted.