



Finance and Administration Consultant

Location: Bangkok

Duration: One year contract (part-time)

Closing Date: 10 May 2024

Starting Date: 1 June 2024, or as negotiated

Hours of Work: Part-time (24 hours per week). Three days per week between Monday and Friday (days negotiable) from 09:00 to 17:30.

Responsible to: Executive Director, Asia Pacific Alliance for Sexual and Reproductive Health and Rights (APA)

The Asia Pacific Alliance for Sexual and Reproductive Health and Rights is looking for a part-time Finance and Administration consultant for its Coordinating Office in Bangkok, Thailand. APA is registered as a Foundation in Thailand.

APA is a network of national, regional and global civil society organizations that work on a range of SRHR issues in the areas of advocacy, human rights, service delivery and public health research in the region. APA mobilizes civil society advocacy across the region to hold governments and other stakeholders accountable for their obligations and commitments to realize the sexual and reproductive health and rights (SRHR) of all persons in Asia and the Pacific.

Candidates are requested to send:

1. Covering Letter
2. Curriculum Vitae with two recent references (including one direct supervisor)

Send to: join@asiapacificalliance.org with the title “**Application Finance and Administration consultant**” before 10 May 2024.

Only short-listed candidates will be notified.

Essential job functions

Job requirements will vary from month to month dependent on the needs of the coordinating office, but include:

Finance Function 80%

- Maintain and implement the funding reporting systems, reporting to the APA ED and following APA Financial Policy.
- Produce a monthly expense report and reconciliation with supporting documents and preparation of payment/received/journal vouchers; collect monthly bank

statements and maintain electronic banking system; to be completed the first week of every month.

- Analyze and monitor the organizational and project budgets to ensure the expenses follow the budget plan.
- Act as a liaison between APA and our financial management services.
- Support the timely production of financial reports, and produce other financial documents such as budgets for donors, partner organizations, and others as needed.
- Coordinate annual project and organizational audit process of APA, liaise with financial manager and audit team, ensure follow-up of any recommendations.
- Support the annual reporting of APA Foundation to the relevant government authorities.
- Make any overseas payments and check supporting documentation.
- Handle and supervise expense reimbursement, check supporting documentation.

Administrative Function 20%

- Assist the APA ED by providing administrative and project support, following APA Standard Operating Procedures (SOP).
- Liaise with local contractors and service providers.
- To (occasionally) support the APA CO in logistical and travel arrangements APA staff and members, such as accommodation, flight, and per diem.
- Support the annual work permits and VISA for APA staff (once per year), through coordinating with the legal firm.
- Provide translation from Thai to English in correspondence, on an ad hoc basis.

Job Requirements:

- Bachelor's degree in accounting (preferred); Business Management, Finance or closely related field.
- A minimum of five years' relevant experience, working with finance systems and project budgets, project management, preferably in the NGO sector.
- Good computer skills (MS Word, Excel, Power point etc); experience with Xero accounting system is an asset.
- Good written and spoken English. Works well in a multi-cultural team setting.
- Flexibility and good problem-solving skills.
- Time management and ability to produce outputs as per agreed deadlines.

Salary range: 35,000 – 44,000 baht per month (3 days/week), dependent upon skills and experience.

Limitations on Authority

- Subject to delegation by the APA Executive Director and to work within APA policies.
- Maintain confidentiality of all private information of APA, its staff and partners.

Asia Pacific Alliance for Sexual and Reproductive Health and Rights (APA)
www.asiapacificalliance.org