



ISSARA INSTITUTE

Job Description | Finance Assistant

Job Title:	Finance Assistant
Duration:	1 year, with possibility of extension
Responsible to:	Finance Manager
Duty Station:	Bangkok Office, Thailand

Background

Issara Institute is an independent non-profit organization based in Asia and the United States tackling human trafficking and forced labor from the lens of business and human rights. The Institute was established in 2014 by a team of anti-trafficking experts coming out of the United Nations who created an alliance of private sector, civil society, and government partners committed to transformational, sustainable, worker-driven approaches to labor issues, especially those occurring in global supply chains. It is staffed by leading regional and international experts in labor rights, business and human rights, and research and technology.

We believe that, together, we can transform the lives of tens of millions of workers through worker voice, partnership, and innovation - that sustainable systems driving more ethical labor recruitment and working conditions are vital to the future of workers individually and collectively, to equity and fairness across supply chains, and to sustainable poverty alleviation efforts.

Scope of work

The Finance Assistant will play a critical role in ensuring that the work of the Institute is streamlined, cost-effective, efficient, and in adherence to donor and partner policies, procedures, and regulations. The ideal candidate will have Quickbooks and accounting experience, be detail oriented and able to work within our multi-national team.

1. Quickbooks and recording of accounting transactions

- a. Prepare regular bank reconciliations compared to payment vouchers and ensure the transactions are reconciled and have sufficient supporting documentation
- b. Recoding all monthly accounting transactions into Quickbooks Online accounting software
- c. Regularly monitor all revenue, payments, receivables, and payables.
- d. Ensure quality and timeliness of all monthly, quarterly and yearly account reconciliations

2. Government reporting

- a. Prepare monthly tax reporting and tax submissions in a timely manner, which includes PND. 1, PND. 3, PND. 53

- b. Once the monthly accounting record is done, send it to the US Treasurer within the 15th of the following month.
- c. Submit annual PND. 55 and other relevant taxes after the annual financial audit is done
- d. Support the Regional Finance Manager in documentation and work with Thai auditor

3. Guidance and support to operations team

- a. Ensure all the expense claims and filling the financial disbursements are as per Issara procedures
- b. Help ensure the monthly accounting is in accordance with the Issara's internal control systems
- c. Help ensure compliance with GAAP, Issara's policies and standards, and donor requirements in implementation of activities
- d. Support monthly expense clearing for staff, and monthly reconciliation of expenses for Bangkok Office and Regional Team, and Consultants, including tracking of payments.
- e. Assist the Regional Finance manager with monitoring and tracking of the annual work plans and related, monthly financial processes (BATS and funds request).
- f. Support Regional Finance Manager on cashier and cash control tasks.
- g. Archive financial and accounting documents

Required skills & expertise

We have a lean, dynamic, seasoned team that is committed to change, innovation, and impact. We are conscientious, hold a high standard of care for the people we serve, and understand that we have to be able to work effectively with partners spanning the largest multinational corporations to the smallest grassroots CBOs. Our work ecosystem is multicultural, respectful, and energetic, whether we are working on tasks in teams, or working alone from home. The Finance Assistant should have:

- Bachelor degree in a relevant discipline such as Accounting and Finance required.
- A minimum of 1–3 years of experience in accounting and finance is preferred; experience working with an international NGO is an advantage.
- Knowledge of Quickbooks software and standard accounting procedures required; knowledge of budgeting preferred.
- Personal interest and sensitivity in working with local communities and ability to work in a fast-paced, multicultural environment.
- Familiarity with Google programs, Slack, and similar office productivity software.
- Fluency in English required, with excellent written and verbal communication skills.
- Ability to independently manage tasks without close supervision.

If you are interested in applying for this position, please send a CV, the names and contact details of three references, and a cover letter explaining your interest in the position and relevant expertise to admin@issarainstitute.org. Please note a cover letter specific to motivation and relevance for this position is required for consideration.