



Regional Integrated Multi-Hazard Early Warning System

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Job Posting

Issue date: 1 June 2026

Position Title: **Finance Assistant**

Due to the operational nature of this role, preference will be given to applicants who are currently based in Thailand and possess valid work authorization. RIMES is committed to diversity and equal opportunity in employment

Open Period: **1 June – 30 June 2026**

Background:

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution, owned and governed by its Member States, for the generation, application, and communication of multi-hazard early warning information. RIMES was formed in the aftermath of the 2004 Indian Ocean tsunami, as a collective response by countries in Africa and Asia to establish a regional early warning system within a multi-hazard framework, to strengthen preparedness and response to trans-boundary hazards.

RIMES was formally established on 30 April 2009 and registered with the United Nations on 1 July 2009. It operates from its regional early warning center located at the Asian Institute of Technology (AIT) campus in Pathumthani, Thailand.

Position Description: The Finance Assistant is responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments, and other financial activities and conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget and the RIMES Financial Rules.

Duty station: RIMES Regional Facility, AIT Campus, 59 Moo 9 Paholyothin Rd., Klong 1, Klong Luang, Pathum Thani 12120 Thailand.

Type of Contract: Full time, project based Contract

Minimum Qualifications:

Education:

- Bachelor's degree or higher in Finance or Accounting , or any related field.
- Work Experience:
 - At least 1 years of accounting, finance, budget. experience from reputable audit firms, international organizations, or donor organizations
 - Experience in program planning and management plus skill in managing the budget and overseeing a project.
 - Exceptional interpersonal and public relations skills, as well as the capacity to work in a multicultural team environment
 - In-depth knowledge of organizing meetings through online platforms
 - Fluency in oral and written English and Thai
 - Proficient in Computer literacy

Personal Qualities:

- Excellent analytical and problem-solving skills.
- Demonstrated ability to plan and organize work independently.
- Excellent interpersonal and communication skills.
- High commitment to responsibility and work quality.
- Ability to work effectively and efficiently independently and/or within a multicultural team.
- Openness/receptiveness to critique for enhancing work and outputs.

Major Duties and Responsibilities:

Finance and Accounting

- Conduct financial analysis, reporting, and management activities.
- Review financial documents and procedures, offer recommendations, and implement necessary changes.
- Monitor project expenses to ensure they remain within the assigned budget and verify the completeness of all supporting documentation for payment vouchers.
- Manage payments, bank transfers, and execute bank transactions.
- Ensure the timely and accurate closure of monthly and year-end accounts, including bank reconciliations, and submit reports within the prescribed deadlines.
- Generate invoices for projects related to services and cost-sharing.
- Identify and resolve invoicing issues, accounting discrepancies, and other finance-related concerns.
- Ensure prompt and effective follow-up on audit observations and recommendations.
- Ensure the accuracy and completeness of accounting, reporting, and internal control systems, maintaining all relevant records.
- Submit financial reports to donors on time, along with all required supporting documentation.

- Ensure proper organization and filing of vouchers, project agreements, contracts, etc., in both digital and physical formats.
- Keep a record of funds received from donors and headquarters.
- Maintain the staff advance register.
- Manage petty cash for various projects.
- Prepare monthly bank reconciliation statements.
- Prepare payment vouchers and enter them into the ledger or software on a monthly basis.
- Carry out any other tasks assigned by management.

Vat & Tax Payments

- Ensure compliance with VAT and Tax policy before booking.
- Keep separate files for VAT & Tax payment records.

OTHER

- Cooperate with other departments and ensure support for them.
- Liaison with the bank(s) and develop a good working relationship.
- Processing vouchers and archiving.
- Manage filing system in the office and ensure transactions are serially filed.
- Undertake any other responsibility as provided by the supervisor.

How to Apply:

Interested candidates should send your application letter, resume and 2 referees to rimeshra@rimes.int by midnight of **30 June 2026**, Bangkok time. Please state “ **Finance Assistant : Your Name** ” the Subject line of the email. Only short-listed applicants will be contacted.

Ms. Dusadee Padungkul
 Head of Operations and Programs
 Regional Integrated Multi-Hazard Early Warning System
 AIT Campus, 58 Moo 9 Paholyothin Rd., Klong 1,
 Klong Luang, Pathumthani 12120 Thailand.

RIMES promotes diversity and inclusion in the workplace. Well-qualified applicants particularly women are encouraged to apply.