



## **Finance and Administration Officer**

Chiang Mai, Thailand | Full-time

Apply by: Feb. 6, 2026

Location: Chiang Mai, Thailand

Contract: national contract

Term of service: 1 year with a possible extension

Start date: March 2026

***Applications submitted in English only.***

### **Background**

Lutheran World Federation (LWF) World Service is the humanitarian and development arm of the Lutheran World Federation.

We are a widely recognized, international, faith-based organization working in 25 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world. A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations.

We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard to-reach areas.

Our work is people-centred and community-based. Above all, we work with the most vulnerable, and we engage proactively with community institutions. For additional information, please see: <https://worldservice.lutheranworld.org/>.

For the new **LWF Thailand Foundation**, we are looking for a Finance and Administration Officer.

### **Job Summary**

Finance and Administration Officer (FAO) shall be responsible for the finance, administration, logistics and procurement matters of the LWF Thailand Foundation in line with its organizational and program/project policies and procedures. The FAO works closely with LWF Myanmar and Thailand Finance Manager and other designated staff members of the LWF Thailand Foundation, and reports to the Head of the LWF Thailand Foundation.

### **Responsibilities**

#### **Accounting and Finance Management**

Review and keep up to date the book of accounts as per double entry accounting system and maintain financial transactions, receipts, expenses, advances and transfers.

Preserve all bills, vouchers, contracts, and other financial transaction documents.

Ensure compliance with all financial policies, procurement policies and procedures of LWF Thailand Foundation and donors.

Ensure compliance with Government tax and other financial rules.

Prepare monthly bank reconciliation statements and fund balance status (Fund Accountability Statement).

Prepare monthly expenditure reports and submit to relevant offices.

Assist in preparing budget for project activities, staff and non-staff support costs.

#### **Office Management and Administration**

Ensure smooth day-to-day running of all office support services (utilities, cleaning, security, communications, etc.).

Support the development and implementation of HR policies and protocols, including payroll processes, labour law compliance, and alignment with local practices.

Ensure necessary security measures for the office.

Prepare a list of pre-qualified vendors and manage office supplies.

Ensure that monthly leave records of staff are prepared.

Maintain central admin and finance filing system for hard and soft copies.  
Maintain inventory of fixed assets and consumables.

### **Government Liaison**

Liaise and coordinate with relevant government departments including income tax office and related authorities.  
Support on any government documentation legal requirements.

### **Travel and Staff Logistics Support and Arrangements**

Make necessary arrangements for travel/transport, accommodation for staff, and work-related visitors.  
Assist staff to apply necessary security measures for safety and security.

### **Procurement**

Make necessary arrangements for procurement of supplies based on guidelines and approval of authorizing staff.

### **Miscellaneous**

As relevant, make periodic field visits to the project areas to monitor partners' finance and procurement documents and provide recommendations accordingly.  
Pay special attention and emphasis to documentation, compliance, and improving systems of the LWF Thailand Foundation.  
Perform any other duties assigned by the supervisor.

### **Academic qualification**

Bachelor's or Master's degree in accounting, business or financial management related subject.

### **Experience**

3 years' experience in finance, accounting, management and administration work in an I/NGO in emergency or development fields.  
Experience with Thai Foundations is highly desirable.

### **Other Requirements**

Valid residence and work permits in Thailand in accordance with local labor laws and regulations.  
Knowledge of Sage Accpac or other accounting software and the use of Excel Cash books formatted for importing into Sage Accpac.  
Exposure to HR systems and handling of payroll.  
Knowledge of systems and procedures of I/NGOs Finance and Procurement procedures, etc.  
Proficient with digital and desktop applications – MS Office, Excel, Power Point, MS SharePoint and Teams.  
Proficient in spoken and written English and fluent in Thai language.  
Ability to work independently and has “can-do attitude”.  
Ability to use AI tools to enhance productivity and improve workflows.  
Demonstrates strong cultural and religious sensitivity and promoting an inclusive and respectful work environment while collaborating effectively in diverse teams.  
Ability to develop and manage good relations and communications with stakeholders.  
Willingness and ability to travel to support projects.

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