



Job Description

Position title:	Finance Officer (FO)
Department/Country/Project:	Department of Mine Action and Disarmament (DMAD)/Thailand
Last revised (date/title):	February 2025
Project number:	24200110
Line manager:	NPA Thailand Finance Manager
Responsible for line managing:	NPA Thailand Finance Manager
Additional reporting line:	
Job purpose:	
<p>The Finance Officer is responsible for the financial accounting and reporting for projects in Thailand. The position reports to the Finance Manager.</p> <p>All responsibilities and reporting have to be carried out in accordance with the strategic objectives of NPA, the Regulation for Delegation of Authorisation and other relevant procedures and guidelines in the Quality Management System, as well as approved local guidelines, regulations and issued memos, and donor rules and regulations.</p> <p>The position is based in Bangkok, Thailand, with limited travel to the field offices as required.</p>	
Responsibilities:	
<p>General responsibilities</p> <ul style="list-style-type: none"> Overall responsibility to maintain financial records for NPA Thailand Programme's finance works including accounting, auditing, monitoring activities and daily running of the financial operation. <p>Specific duties</p> <ul style="list-style-type: none"> Daily postings in Agresso of Thailand vouchers and keep the accounts updated at all times. Responsible for quality assurance of received vouchers before booking. Review monthly postings in Agresso to verify that they are booked according to project budgets and follow NPA and donor regulations. Work out and monitor filing systems for all the original vouchers and supporting documentation, including numbering of vouchers, labelling, master list of folders and electronic repository for scanned documents. Conduct monthly closing including currency revaluation, HO admin and NICRA bookings Monthly reconciliation of the balance accounts and upload to SharePoint within the set deadline Produce monthly project BVA reports with GL transaction lists to PM and CD. Contribute to producing reports for review by HO Finance Controller and PM/CD. Train and assist relevant Finance staff in Thailand on a day to day basis as needed. Participate in the planning and budget process of new proposals. 	
Required qualifications:	
<p>Must have:</p> <ul style="list-style-type: none"> Relevant higher education Experience in similar finance position Working knowledge of accounting system/s Good understanding of ICT-systems and experience with MS Office applications, including advanced user level in excel Experience with capacity development of staff Written and verbal proficiency in English 	

Desirable:

- Experience in working with donors, such as USDoD, NORAD, GFFO
- Experience managing multiple grants
- Experience working for INGOs or international organizations

Personal Competencies:

- Structured, accurate and efficient
- Good communication and interpersonal skills
- Ability to cope under pressure and flexible to handle changing priorities
- Ability to work independently with minimum supervision

All staff are expected to undertake the following:

- Work within the framework of NPA's core values and promote NPA's vision of Solidarity in Action
- Work towards achieving programme and/or department objectives
- Ensure familiarity with and adhere to all NPA policies and procedures
- Undertake and apply learning from appropriate training and development programmes
- Understand and uphold the standards outlined in NPA's Safeguarding policy, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with NPA's work, and reporting concerns if they do arise

Approved, read and understood:

Date/Place: _____ Head of department: _____

Date/Place: _____ Employee: _____