

## **Vacancy announcement**

**Position: Senior Accounts Officer, RECOFTC Main Office**

**Deadline for application:** 22 April 2024

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country program offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is seeking a Senior Accounts Officer to join its Corporate Services unit at the Main Office. The position is open to external candidates who are Thai nationals. The selected candidate will be offered a 24-month contract, with the possibility of an extension contingent on funding availability and satisfactory performance.

### **Tasks and duties**

The Senior Accounts Officer, a member of RECOFTC's Corporate Services unit, reports directly to the Finance Manager. This role oversees an accounts and finance subunit within the Corporate Services unit and manages the central finance and accounting functions at the RECOFTC Main Office. The Senior Accounts Officer also supervises personnel handling financial functions in RECOFTC's country offices.

Specific tasks and duties include:

### **Planning and management**

- Oversee the management of Accounts Officers and Accounts Assistants at the RECOFTC Main Office
- Provide support and supervision to Accounts and Administrative Officers in RECOFTC's country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam, in consultation with the Finance Manager and Finance Director, as well as with the Directors of these countries, either directly or indirectly
- Support the Finance Manager and Finance Director in monitoring budget allocation and implementation for both unrestricted core funds and restricted project funds. Suggest reallocation of funds and ensure that funds are spent per the allocation; communicate with concerned staff about the allocation of budget

- Ensure the smooth operation and accurate transactions of the computerized accounting and financial management system in both RECOFTC's main and country offices
- Ensure the smooth functioning of the accounting system, including system upgrades as and when necessary, and staff training on the accounting system
- Review and supervise the reconciliation of bank statements (to be shared with the Finance Manager and Finance Director every month), accounts receivable and payable and follow-up with responsible persons on clearing reconciled items or adjustments, if necessary
- Work with the Finance Director in preparing the annual budget, ensuring that the budget supports RECOFTC's goals
- Review and distribute monthly bank balance reports to the Executive Director, Finance Director and Finance Manager within the deadline set by the Finance Director

### **Compliance**

- Ensure that financial operations comply with the Generally Accepted Accounting Principles of the Regulatory Body in Thailand, the Charter and any by-laws of the organization, as well as any other necessary compliances in any of the focal countries
- Monitor financial transactions in the RECOFTC Main Office and all country offices for compliance with relevant government regulations, RECOFTC and donor policies and requirements
- Supervise the processing of accounting transactions within budgetary approvals, ensuring that all accounting and financial transactions are valid and accurate, and supported with appropriate original documents. Ensure that all journal entries are properly authorized and supported with adequate documentation

### **Financial report, audit and control**

- Perform tasks that facilitate year-end audits to ensure their smooth and timely completion
- Assist auditors or perform tasks related to financial reports and project close-out reports, as required by donors and/or the Corporate Services unit
- Coordinate with the Executive Office and respective project managers for advice on budgeting, contracts and other matters related to accounting and finance in programs and projects, as required
- Work with Program/Project Administrative Officers and country Accounts and Administrative Officers to prepare and review grant reports from all countries, units and regional projects before submission to donors
- Supervise the submission of Financial Reports under various agreements and ensure their timely submission to donors, including budget details required by each agreement or project cost norms/specifications
- Support the Finance Manager, as required, in consolidating financial statements and relevant schedules (income expenditure statements, balance sheet and other related statements) at the end of the financial year (October through September), which includes both unrestricted core funding and restricted project funding, in a common currency as per the advice of management/Board of Trustees
- Implement an appropriate accounting and financial control system to ensure the accuracy of the accounting process and records following the organization's overall policy, as well as proper financial controls and procedures for all expenditures

- Prevent dishonesty or unintentional misuse of funds through internal monitoring and control, correct improper spending and report any findings to the Finance Manager and Finance Director
- Supervise the Accounts Officer in managing fixed assets, including accounting inventory
- Carry out any other responsibilities assigned by the Finance Manager or Finance Director

### **Qualifications and experience**

The Senior Accounts Officer should have the following essential qualifications and experience:

#### Essential

- A bachelor's degree or higher in accounting. Preference will be given to candidates holding a Certified Public Accountant or Master of Business Administration qualification.
- A minimum of eight years of work experience in a similar role
- Experience in managing multicultural teams and countries
- Demonstrated strong interpersonal communication skills, both individually and in groups
- Experience with Systems Applications and Products in Data Processing (SAP) or an equivalent Enterprise Resource Planning (ERP) system
- Proficiency in application software such as the MS Office suite (Excel, Word and PowerPoint)
- Proficiency in written and verbal English and Thai
- Ability to work on multiple tasks within a matrix management structure
- Willingness to travel within the region
- Must be a Thai national

#### Desirable

- Familiarity with the design elements of an ERP system
- A confident and mature individual who is service-oriented and possesses a positive attitude
- Ability to work with minimum supervision
- Experience working in a multicultural environment

### **RECOFTC's core values**

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

## How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide the current contact information for three referees, including recent supervisors. Applications can be submitted by clicking the provided [link](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.