

## **Vacancy announcement**

**Position: Accounts Assistant, 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 an Accounts Assistant for 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 Accounts Assistant is a member of RECOFTC's Corporate Services unit and reports directly to the Senior Accounts Officer. The Accounts Assistant is responsible for overseeing the accounts payable process and executing a range of tasks within the accounting and finance functions to facilitate the efficient functioning of the Corporate Services unit.

Specific tasks and duties include:

- Oversee all payment methods, including Per Diem for staff and participants, and vendor invoice payments. This involves preparing cheques and withdrawal slips or setting up online banking transactions for authorized signatures
- Ensure all relevant supporting documents, such as payment requests, travel authorizations, purchase requests and other related documents, are attached before completing the Payment Voucher for approval
- Work with Program Administration Officers and other staff on the payment process, maintaining effective communication to ensure timely clarification when needed
- Ensure timely submission of taxes to the Revenue Department
- Deposit cash settlements into the organization's bank account within 24 hours and ensure recording by the next working day
- Liaise with local banks for daily office transactions, including cash deposits, international and local bank transfers and foreign currency exchanges

- Deposit all fund returns after cash settlements into the Centre's bank accounts within 24 hours, submitting bank deposit slips to Finance and Account Officers the following day.
- Manage US dollars/Thai baht petty cash
- Maintain efficient filing systems to ensure invoices can be easily retrieved upon request.
- Prepare journal adjustments for accrued expenditures (e.g. water, electricity, postage, mileage, etc.)
- Support the Senior Accounts Officer in liaising with internal and external auditors regarding payment transactions
- Assist in providing supporting documents for financial reports submitted to donors when required
- Coordinate with the Accounts Officer to ensure the completeness of the withholding tax report for vendors and submit it to the Revenue Department
- Maintain financial records, code and record payments, ensuring accuracy of computations and completeness of documents and monitor allotments against obligations
- Work with the Accounts Officer to maintain records of staff advances and other advances, follow-up on advances and report to the supervisor in case of long-standing issues
- Perform any other duties as assigned by the Senior Accounts Officer and the Finance Manager

### **Qualifications and experience**

The Accounts Assistant should have the following essential qualifications and experience:

#### Essential

- A bachelor's degree in accounting, finance or related field
- A minimum of two years of work experience in clerical accounting, bookkeeping or finance within an international organization in a multicultural context
- Ability to work on multiple tasks, with a detail-oriented approach and the ability to meet deadlines
- Solid knowledge of relevant computer software and accounting systems
- Proficiency in both written and spoken Thai and English
- Strong interpersonal and communication skills
- Must be a Thai national

#### Desirable

- Ability to identify and solve problems quickly and efficiently
- Hands-on experience and the ability to work independently with minimal supervision

## **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 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.