



Vacancy announcement

Position: Finance Manager

Deadline for application: 5 June 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 currently seeking a Finance Manager for its Corporate Services Unit at the Main Office in Bangkok. The role is open to external candidates, preferably 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 Finance Manager will be a member of RECOFTC's Corporate Services Unit and report directly to the Finance Director. They will supervise the Accounts and Finance sub-unit within the Corporate Services Unit. The Finance Manager will be responsible for all centrally located finance and accounting functions within the RECOFTC Main Office and provide supervision to those responsible for financial functions within RECOFTC's seven country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

Specific tasks and duties include:

Strategic planning and management

- Supervise and oversee the work of the Senior Accounts Officer, Accounts Officers and Accounts Assistants at the RECOFTC Main Office
- Provide advice to Accounts and Administrative Officers in RECOFTC seven country offices in consultation with the Finance Director
- Work with Country Directors across RECOFTC focal countries as well as the Director, Program Coordination and Technical Services and the Director, Knowledge Management, Information Technology and Strategic Communication in consultation with the Finance Director, the Deputy Executive Director and the Executive Director
- Support the 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 accordingly; communicate with concerned staff about the allocation of budget

- Ensure smooth operation and accurate transactions of computerized accounting and financial management systems in the RECOFTC Main Office and the seven country offices
- Ensure smooth functioning of the accounting system, including system upgrades as and when necessary and staff training on the accounting system
- Review and sign the reconciliation of all bank statements and share them with the Finance Director on a monthly basis
- Review and supervise monthly accounts receivable and payable, and follow up with responsible persons on clearing reconciled items or adjustment, if necessary
- Work with the Finance Director in preparing the annual budget. Ensure that the budget supports RECOFTC's goals

Compliance

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

Financial report, audit and control

- Oversee tasks that facilitate year-end audits to ensure the smooth and timely completion of the audits
- Provide advice to the Finance and Accounts team in assisting auditors or perform tasks affiliated with financial reports and project close-out reports, wherever required by the donors and/or Finance Director
- Coordinate with the Executive Office and respective Project Managers for any advice on budgeting, contracts and other matters related to accounting and finance in program 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 prior to submission to donors in consultation with the Finance Director
- Supervise the submission of Financial Reports according to various agreements and ensure the submission to donors is performed on time and with the budget details required by each agreement or project cost norms/specifications
- Prepare RECOFTC's consolidated financial statements, including relevant schedules such as income and expenditure statements, balance sheets and other related statements at the end of the financial year (October through September), both for unrestricted core funding and restricted project funding and should be presented in THB and USD
- Arrange appropriate accounting and financial control systems to ensure the accuracy of the accounting process and record the same following the organization's overall policy, as well as to ensure proper financial controls and procedures for all expenditures
- Prevent dishonesty or unintentional misuse of funds. Ensure internal monitor control, correct wrong spending and if found, report to the Finance Director

- Conduct quarterly spot checks at the national level and share the report with the Finance Director

Others

- Ensure RECOFTC's asset management, including bearing responsibility for the accounting inventory
- Liaise with banks and ensure that RECOFTC always obtains the best interest and exchange rates
- Together with the Finance Director, formulate and update Finance and Accounting policies, procedures and guidelines for RECOFTC and its country programs
- Take on and execute any other responsibilities assigned by the Finance Director

Qualifications and experience

The Finance Manager should have the following essential qualifications and experience:

Essential

- A bachelor's degree or higher in accounting, preferably with a CPA or MBA in finance/operation
- A minimum of 12 years of working experience in a similar capacity
- Experience working with SAP or an equivalent enterprise resource planning (ERP) system, and supporting and contributing to the transition to a new ERP system
- Proficient in application software such as the MS Office suite (Excel, Word, Powerpoint)
- Good verbal and written communication in English and Thai
- Ability to work on multiple tasks in a matrix management structure
- Preference will be given to Thai Nationals

Desirable

- Familiarity with the design elements of an ERP
- A confident and mature personality and positive attitude
- Outgoing and service-minded
- 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 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, colour, 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 and Thai nationals to apply.