



Position Title: Administration and Finance Officer
Organization: Foundation for Local Development (FLD)
Salary: THB 23,000 per month
Duration: Full-time, 21 month contract (with possibility of extension)
Location: Chiang Mai
Closing Date for Applications: 23 August 2026

Background

The Foundation for Local Development (FLD) is a registered non-profit organisation based in Chiang Mai. FLD provides training, management and consultancy services in support of community organisations and community development initiatives in southeast Asia. Funding has been secured to stimulate small and medium enterprises (SMEs) in the agricultural and food security sectors across conflict-affected areas of southeastern Myanmar.

Position Summary

The Administration and Finance Officer will provide office-based logistical and accounting support. The successful candidate will have experience and skills assisting with operational and financial management as well as cross-cultural communications with Thai, Karen, Burmese and international stakeholders. This position reports to FLD's Finance Manager.

Duties and Responsibilities

- Manage day-to-day financial transactions, bookkeeping, and accounting records in coordination with FLD's Finance Manager.
- Process expense claims, advance requests, and payments in accordance with FLD financial policies.
- Support procurement processes, including supplier identification, quotation collection, comparative analysis, and preparation of purchase orders and contracts.
- Maintain accurate and up-to-date project financial records, including receipts, invoices, contracts, and bank records, ensuring all documentation is properly filed.
- Support FLD's Finance Manager in the preparation of financial reports on a regular basis.
- Maintain general office administration, including management of office supplies, equipment, and logistics for project meetings, workshops, and field visits.
- Coordinate travel and logistics arrangements for FLD personnel including transport, accommodation, and per diem processing.
- Maintain human resources administration records for FLD personnel including contracts, timesheets, and leave records.

Qualifications, Skills and Experience

- Qualifications or relevant experience in financial administration, preferably in the humanitarian or development sectors.
- Proficiency in Microsoft Excel and experience with accounting software preferred.
- Cross-cultural communication and relevant language skills for working with Thai, Karen, Burmese and international stakeholders.
- Thai citizenship or eligibility to apply for a work permit in Thailand essential.

Submission of Applications

Qualified candidates are encouraged to submit a letter of interest, at least two reference letters, and a CV no later than **Sunday 23rd August 2026** via email to fld.office@protonmail.com

Please note that only short-listed candidates will be contacted.

Foundation for Local Development.
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