



The Asia Foundation

POSITION DESCRIPTION

TITLE	: Finance Officer	REPORTS TO	: Director of Finance
CONSULTS	: Country Representative, Senior Program Officers and Finance team		

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by decades of experience and deep local expertise, our work across the region is focused on good governance, women's empowerment and gender equality, inclusive economic growth, environment and climate action, and regional and international relations.

The Asia Foundation's Thailand Office is seeking qualified applicants for a Finance Officer to support the Thailand, Myanmar and Regional programs in all budgeting and financial reporting related functions. This will include accounting processing and maintaining accurate financial documentation.

JOB FUNCTIONS

1. Responsible for the regular monitoring/analysis of program budget versus spending.
Program budget
 - On a monthly basis, coordinate with Program staff units to prepare/review project level spending projection, monitor actual spending against the projection and adjust as appropriate.
 - Review and analyze the project spending every month for accuracy and compliance, prepare monthly reports on expenditures and obligations and remaining available funds to budget holders. Reports should also be presented an analysis of project costs components (i.e. LOE, IOC, ODCs, grants) and in donor reporting templates.
 - Proactively investigate and give warning to budget holders when there are unusual expenditures or if there is a risk of over or under spending.
 - Develop LOE Trackers for all staff and keep updating on the updated LOE allocations.
 - Set up a monthly/quarterly meeting with program staff to update on project spendings and projections.
2. Prepare financial reports for Program Finance Unit to review before submission to donors as per agreed timelines.
3. Grant administration
 - Provide training to partners particularly on how to prepare and submit financial documentation.
 - Review grantee's financial documentation as internal control on project expenditure.
 - Review grantee's financial report to ensure that the expenditures are eligible and in compliance with TAF' general terms and conditions.
4. Accounting
 - Review payment vouchers and cash sheets to ensure the accuracy of account code and project charge code before submitting for approval.
 - Support Director of Finance in month-end / year-end closing.

- Prepare JVs for amortization items, visa monthly statement and other adjustments as assigned by Director of Finance.
- 5. Assist Director of Finance in preparing cost proposal and Operating Budget.
- 6. Assist Director of Finance in preparing financial data for MOL report.
- 7. Acting as a backup for Administrative Assistance to keep and safeguard Petty Cash during the absence.
- 8. Acting as a backup for accountant during the absence.
- 9. Coordinate with Administrative Officer to manage inventory record.
- 10. Assist HR for Leave Request App as a focal point. Other duties as assigned by Director of Finance and Country Representative.

QUALIFICATIONS

- BA in relevant field – accounting, finance business administration or other related fields;
- At least 5 years of relevant work experience, with direct experience in program finance;
- Demonstrated skills in finance for project finance management, including work planning, maintain project timelines and spending projection;
- Strong IT skills including experience in using MS Office (Word, Excel and Outlook), E-mail, Sharepoint, Zoom, Teams, etc.;
- Strong administration and organizational skills;
- Ability to work under pressure, prioritize deadlines and complete multiple assignments in a timely manner whilst ensuring accuracy and attention to detail;
- Good interpersonal, teamwork and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders;
- Effective communication including good written and oral English language skills;
- Having experience working with NGOs is an advantage;
- Thai citizen (required)

Please send a cover letter specifying the position to which you are applying with your resume by email to: inquiry.country.thailand@asiafoundation.org by Friday, November 14, 2025. (Only short-listed candidates will be notified).