



## Asian Harm Reduction Network (AHRN)

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**JOB VACANCY**  
**AHRN/YGN/24/036**  
**Project: GFATM/C19RM**

**Date: 6.8.24**

**Position : Finance Administration Coordinator (50%) post**  
**Location : Chiang Mai, Thailand**

The Asian Harm Reduction Network (AHRN) - Myanmar is an international non-governmental organization aiming to contribute to the reduction of drug use-related harms (especially HIV/AIDS, other blood borne infections and over-dose) among people who use or inject drugs, their (sexual) partners and the communities they live in, creating an enabling and supporting environment through advocacy, capacity building, training and service provision. AHRN specializes in implementing health services in border areas, mining towns and areas with a history of regular and prolonged eruptions of armed conflict in Myanmar.

Recognizing that there is an urgent gap in Southeast Asia harm reduction technical support and joint advocacy, AHRN, together with a group of key harm reduction implementers across SEA, initiated a transnational effort, as a separate association and under a new brand name; 'The Southeast Asia Harm Reduction Association' (AHRA).

The Southeast Asia Harm Reduction Association (AHRA) is a multi-country effort to strengthen the cascade of harm reduction service delivery and infection disease prevention control capacity, to improve the health and quality of life of people who use drugs as a priority in Southeast Asia, in Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, and Vietnam.

AHRN-Myanmar is looking for highly motivated and reliable individual to fill in the position of '**Finance Administration Coordinator**' and is keen to be part of an active Secretariat that provides evidence-based harm reduction technical support, to improve the health of vulnerable populations in Southeast Asia.

- The position is full-time, based in Chiang Mai with a probation period of three months.
- Starting date of the contract: As soon as possible

## **Key Information**

Job Title: Finance Administration Coordinator

Location: Chiang Mai, Thailand

Time allocation: parttime 50%

Duration of the assignment: Until the end of 2024, with possible 12-month extension

## **Reporting to**

The Finance Administration Coordinator is hierarchically accountable to the AHRA Executive Director (ED) and functionally report to the Head of Finance.

## **Personal and Professional Requirements**

- 5-8 years of experience in finance and accounting, including experience in a complex non-profit with multiple programs and grants.
- Bachelor's degree in accounting or equivalent experience.
- A proactive, hands-on strategic thinker who will own, in partnership with the AHRA SC, the responsibility for finance.
- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- A track record in grants management as it relates to compliance and reporting of international donors and foundation grants is essential.
- Commitment to mentoring, training, and upholding in-country liaisons' finance conduct
- Keen analytic, organizational and problem-solving skills which allow for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to AHRA leadership and donors.
- Ability and desire to translate complex financial concepts for individuals at all levels
- Strong computer skills, must be proficient with Excel and accounting systems (SUN system).
- Flexibility, adaptability and a commitment to work within an international team.
- Understanding of the non-profit/NGO world, including reporting, timetables and deadlines working experience within the NGO, especially international, would be a strong asset.
- Tolerance and contentment working with diverse communities (people who use drugs, sex workers, men who have sex with men and other.).
- Languages: fluency in Thai and English, additional SEA language is an added value.

## **Main Responsibilities**

The Finance Administration Coordinator is responsible for executing and overseeing all AHRA financial and accounting processes as they relate to the various projects: i.e., financial data, budgets, and donor reports. The Finance Administration Coordinator is part of the AHRA

Secretariat, and coordinates compliance with organizational policies and procedures, while supporting the AHRA Secretariat and the SEA Country Liaison Trainers in upholding financial and administrative due diligence and SOPs.

**Tasks and Support Role:**

- Advise and assist AHRA Executive Director (ED) in all administrative matters and on financial planning, budgeting, cash flow, investment priorities, financial processes, quality assurance and controls, and policy matters.
- Coordinate with program teams for resource mobilization efforts, including drafting proposals and collaborating with potential donors to secure funding
- Serve as the financial management liaison between the AHRA Secretariat and the AHRA Steering Group Members' respective Country Liaisons, effectively communicate and present critical financial matters at selected meetings.
- Coordinate, oversee and support the in-country AHRA Country Liaisons' administrative, finance, fiscal and audit standard operational procedures and policies due diligence, in close coordination with the AHRA SGM and SC.
- Assist the AHRA SEA country liaisons in the preparation of financial and administrative needs for meetings, conferences, workshops and other events in support of program delivery and partnership development.
- Support colleagues in executing financial and administrative project matters, including participation at conferences and events.
- In collaboration with the leadership team, strengthen internal communication with staff at all levels; create and promote a positive and supportive work environment grounded in a culture of learning.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues that impact the financial position of the association.
- Represent the association, as necessary with funders, and auditors.

**Finance:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with respective donors' standards and regulatory requirements.
- Maintain internal quality assurances and controls for all organizational financial processes including receipt of revenue, costs, and program budgets and actual expenditures.
- Consistently analyze financial data and prepare financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of the organization's financial status.
- Oversee the annual budgeting and planning process; administer and review all financial plans and compare them to actual results with a view to identifying, explain and correct variances as appropriate.
- With input from AHRA ED prepare budgets and budget modifications for funder contracts ensuring they meet funder and organizational requirements. Produce and monitor monthly contract spending reports and staff allocation worksheets.

- Oversee and manage all financial, project and grants accounts; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Manage organizational cash flow/accrual forecasting by working in partnership with the SC; continuously collaborate with Country Liaisons to assess the financial efficacy of in-country program operations, implementation and establish finance an administrative system to support AHRA country Liaisons work.
- Lead and/or support audit preparation, creating a complete package for the auditors. This requires meeting all requirements of the auditors' request list, preparing the package in accordance with the auditor's timeline, and ensuring the accurate presentation of financial statements and footnotes.
- Collaborate with the Communication Policy Coordinator to ensure alignment between financial processes and communication initiatives, providing necessary financial and administrative support for communication campaigns, events, and materials.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with respective donors' standards and regulatory requirements.
- Develop and implement internal finance procedures, ensuring alignment with industry best practices, organizational policies, and donor regulations.
- Maintain internal quality assurances and controls for all organizational financial processes, including the receipt of revenue, costs, and program budgets and actual expenditures.
- Consistently analyze financial data and prepare financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of the organization's financial status.
- Maintain and manage the due diligence of invoices, grant vouchers and financial reporting.
- Manage and track the performance of invested assets in keeping with policies and guidelines.
- Ensure proper reporting of finances to AHRA Steering Group and AHRN transition treasurer.
- Develop and facilitate learning opportunities to maximize and reach optimal individual and organizational goals.
- Support in the grantmaking through strategic in partnership with SGM and SC leadership.
- Other tasks as assigned by the in-country AHRA SGM and AHRA SC.

**Application deadline: 2 September 2024**

Applications should address all Selection Criteria and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e., name, position title, organization, phone, fax, email, and mailing address details). Attention to **Executive Director, Southeast Asia Harm Reduction Association (AHRA)** and e-mail to

[info@harmreductionsea.org](mailto:info@harmreductionsea.org), online applications should be clearly mentioning the job title and location in the subject line.

Additional information:

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.
- Please note that due to the urgency of the position, AHRN-Myanmar reserves the right to interview candidates before the closing date and only shortlisted candidates will be contacted for an interview.

AHRN and AHRA have a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN and AHRA Code of Conduct including PSEA policy.