FINANCE MANAGER – ASI THILAND

LOCATION	Thailand (Bangkok, hybrid).
REPORTS TO	Head of Finance - APAC
SERVICE AREAS	Asia-Pacific.
INDICATIVE SALARY	THB$80,000 to THB$100,000

ABOUT THE ROLE

Adam Smith International (ASI) is a global advisory company that works locally to transform lives by making economies stronger, societies more stable, and governments more effective. ASI is headquartered in London, and our Asia Pacific regional office in Sydney was established in 2012, to lead multi-donor business growth and project delivery across the region. In 2024 we are currently operating in 15 Asia-Pacific countries.

In 2021, ASI Australia established a regional representative office in Bangkok, Thailand, to service our growing Southeast Asia portfolio. It is within the Bangkok office that this Finance Manager role will be based, working closely with our colleagues at our APAC Finance team.

The Finance Manager role sits within the Finance function and is responsible for managing Thailand based finance operations, including payroll, statutory compliance, and corporate finance requirements, while also contributing to financial planning, analysis, and management reporting. The role works closely with regional/global finance, People & Talent, and local stakeholders to ensure compliant, efficient, and well governed financial operations in Thailand.

The purpose of the role is to ensure accurate, timely, and compliant financial management of ASI's Thailand operations, balancing hands on delivery of payroll and statutory obligations with strong financial planning and analytical support. The role provides reliable financial insights to support decision making, ensures compliance with Thai regulatory requirements, and maintains effective relationships with external authorities and internal stakeholders. Through this, the role supports ASI's ability to operate responsibly, efficiently, and sustainably in Thailand.

ABOUT YOU

You will possess:

- Tertiary qualification in Accounting, Finance, or a related discipline.
- Professional accounting qualification (e.g. CPA, CA, ACCA) or progression towards one is desirable.
- Demonstrated experience in financial management, including budgeting, forecasting, and management reporting.
- Hands-on experience managing payroll, tax, and statutory reporting in Thailand or a similar regulatory environment.
- Experience liaising with government authorities, banks, and external auditors.
- Sound knowledge of Thai payroll, tax, social security, work permit/visa regulations, and employment-related financial requirements.

- Working knowledge of FP&A principles, including budgeting, forecasting, and variance analysis.
- Ability to balance hands-on delivery with manager-level oversight and judgement.
- Strong planning, prioritisation, and attention to detail, particularly around statutory deadlines and compliances.
- Effective stakeholder management and clear escalation of risks or issues.
- Strong analytical, numerical, and reporting skills, with high data accuracy.
- Effective communication skills, including the ability to interact with Thai authorities (Thai language capability required).
- Fluent in English, with the ability to communicate effectively with regional and global stakeholders.
- Alignment with ASI values, including integrity, professionalism, and commitment to quality and accountability.

The successful applicant must have the right to live and work in Thailand and will be contracted locally.

Key responsibilities

- **Financial Planning & Analysis (FP&A) and Management Reporting**
  - Lead budgeting, forecasting, and re-forecasting processes for ASI Thailand operations, ensuring alignment with regional and corporate finance requirements.
  - Prepare and deliver monthly management reports, including variance analysis, trend analysis, and commentary on financial performance against budget and forecast.
  - Provide financial insights and analysis to support decision-making by regional management and project leadership.
  - Monitor cost controls, cash flow, and financial risks, proactively identifying issues and recommending mitigating actions.
  - Partner with program and operational teams to support financial planning, resource allocation, and cost recoverability.
  - Support business development activities, including costing, financial inputs to proposals, and post-award financial reviews.
  - Identify and implement opportunities for continuous improvement, standardisation, and automation of finance and payroll processes, in line with regional systems and controls.

- **Payroll Management and Statutory Compliance (ASI Thailand)**
  - Manage end-to-end monthly payroll processing for ASI Thailand-based staff, including computation of gross-to-net salaries, allowances, leave encashment, and deductions.
  - Prepare payroll reports, including gross-to-net reports, variance reports, and payroll reports by department or cost centre.
  - Prepare payroll-related general ledger entries, including salary journals, annual bonus accruals, and employee retirement benefit accruals.
  - Prepare and issue payslips, ensuring accuracy, confidentiality, and timely distribution.
  - Calculate and process Social Security Fund contributions (where applicable).
  - Manage legal or statutory deductions, including timely submission to relevant authorities.
  - Prepare bank payment files and coordinate monthly salary disbursements.

- **Tax, Social Security, and Statutory Reporting**
  - Prepare, complete, and file monthly personal income tax returns (PND 1) accurately and on time.
  - Prepare, complete, and file monthly Social Security Fund submissions.
  - Prepare, calculate, and submit monthly withholding tax filings (PND 3 and PND 53), including those related to rent and insurance payments.

- Ensure compliance with all Thai tax, social security, labour, and payroll-related legislation, maintaining up-to-date knowledge of regulatory changes.
- Act as a trusted internal adviser on payroll-related laws, taxation, social security, and provident fund matters.

- **Corporate Finance and Accounts Payable**
  - Manage accounts payable for ASI Thailand corporate expenses, ensuring compliance with internal controls and statutory requirements.
  - Process staff expense claims and reimbursements accurately and in accordance with company policies.
  - Coordinate regular payments, including rent, insurance, and other recurring corporate obligations.
  - Support bank reconciliations and month-end close processes for ASI Thailand entities

- **Audit, Regulatory, and Corporate Administration**
  - Prepare financial documentation and coordinate the bi-annual audits required to maintain local registration and statutory compliance.
  - Prepare and submit documentation required for annual visa and work permit sponsorship processes.
  - Maintain accurate financial records and documentation to support internal reviews, audits, and external inspections.
  - Ensure appropriate internal controls, governance arrangements, and segregation of duties are in place across payroll and finance processes to meet audit and compliance requirements.

- **Stakeholder Engagement and External Liaison**
  - Act as the primary finance contact with external parties in Thailand, including banks, Social Security Office (SSO), Thai Revenue Department (TRD), Department of Business Development (DBD), and other authorities as required.
  - Engage proactively with Bangkok Bank and other service providers to resolve finance, payroll, or compliance matters.
  - Communicate effectively in Thai (where required) with local authorities and external stakeholders.
  - Collaborate closely with regional finance, shared services, People & Talent, and program teams to ensure smooth financial operations.
  - Work closely with regional finance and shared services teams to ensure alignment of processes, data, and reporting requirements.

WHAT WE OFFER YOU

ASI is committed to corporate integrity and a triple bottom line of social, environmental and financial performance. Our people are at the heart of our strategy and our decisions. We offer a dynamic and friendly team environment, the opportunity to support work that makes a meaningful impact in people's lives, and support to develop your own skills and progress in your career.

We recognise the importance of your life outside of work. We are proud to support flexible working arrangements, and commit to make a success of flexible working arrangements wherever possible. We've built a culture to reflect our values, full of likeminded professionals who are smart, passionate and great at what they do.

SAFEGUARDING AND PRE-EMPLOYMENT CHECKS

ASI is committed to safeguarding and promoting the welfare of those we work with, and we expect all staff to share this commitment. All offers of employment are subject to satisfactory pre-employment checks, including reference checks, confirmation of the right to work in the relevant country, and a criminal record or police check appropriate to the country of engagement. Some programs require additional clearances; if this applies, we will discuss the process with shortlisted candidates.

HEARD ENOUGH? READY TO APPLY?

We are keen to hear from you. Please submit a CV and a one-page cover letter setting out your motivations and suitability.

Application link: https://adamsmithinternational1.recruitee.com/o/finance-manager-asi-thailand

Application deadline is 15 June 2026. Please note that the applications will be reviewed on a rolling basis.

ASI welcomes applications from people with disability. We provide reasonable adjustments throughout the hiring process. Let us know how we can make the process accessible for you.