



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? The Child's Dream Regional Office in Chiang Mai, Thailand is seeking an ambitious

Assistant Finance Coordinator and Office Administrator

(Fluency in Thai is a must)

Starting date of position – as soon as possible

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our administration team in Chiang Mai needs your support with various financial and administrative tasks. You will work closely with the Senior Finance and Accounting Coordinator to maintain our accounting system and provide support to our team members.

Your duties and responsibilities include but are not limited to:

Assist in financial tasks and accounting

- Handle petty cash and ensure daily cash flow
- Handle cash in the safe and ensure its security
- Monitor expenses, maintain accurate financial records and reconcile accounts
- Maintain cash balance and withdraw cash on time
- Handle and verify cash advance requests and cash advance clearing in accordance with our travel and financial policies
- Review payment requests and arrange and confirm domestic and international transfers to our stakeholders on time
- Prepare cash vouchers and other supporting documents to record accounting transactions accurately
- Maintain accurate and up-to-date accounting records in our accounting software
- Manage various currencies in cash registry and bank accounts, and perform currency conversions as necessary
- File and manage accounting documents, ensuring they are organised and accessible
- Coordinate with project administrator on a daily basis
- Serve as the main contact for any bank-related matters
- Perform additional financial duties as required and assigned by the Senior Finance and Accounting Coordinator and the Head Finance and Office Administration

Assist in Office Administration

- Support and coordinate closely with our Office Administrator in carrying out various administrative tasks considering our procurement policy and other policies such as:
 - Purchase stationary and other assets
 - Manage our car pool (e.g. road tax and car insurance renewal)
 - Make travel arrangements (e.g. flight, car and hotel bookings)

- Office Site Management
- Help to organise and execute special events and meetings
- Run various errands and carry out other administrative tasks as assigned by the Head Finance and Office Administration

We are seeking for a person who meets the following criteria:

Education and work experience

- A strong interest in working for an NGO
- A graduate diploma, bachelor's degree in accounting/financial management, office administration or equivalent education
- Minimum of 2 years of work experience in the field of accounting, finance, office administration or a similar field
- Knowledge of accounting principles and financial standards and procedures
- Experience in cash management
- Understand how to use exchange rates and handle different currencies

Hard skills

- Experience in working with finance software and Microsoft Word, Excel and PowerPoint

Soft skills

- An analytical mindset, detail-orientation and problem solving skills
- Great interpersonal skills and verbal and written communication skills
- Good organisational and time management skills
- An open-minded, reliable person with a positive attitude and the desire to support others
- Adaptability to changing technology and stressful times

Language skills

- Thai mother tongue
- Intermediate level in written and verbal English language skills

What we offer:

- A full time position in our office in Chiang Mai, Thailand with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to nyein@childsdream.org. The application deadline is **20th May 2024**.

We will of course confirm to the relevant complete applications that we have received your application and get in contact with you again if you are selected for an interview.