



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

112 Moo 1, Tambon Sanpranate, Amphur Sansai, Chiang Mai 50210, Thailand

Tel. No.: +66(0)53 343539; Fax no.: +66(0)53 343540

Email: aippmail@aippnet.org Website: www.aippnet.org

CALL FOR APPLICATION

Position	Finance Officer
Duration of the Contract	1 year with annual renewal of the contract (subject to availability of funds)
Probation period	3 months. The contract will be continued based on satisfactory performance.
Reports to	Finance Manager
Duty Station	AIPP Regional Secretariat, Chiang Mai, Thailand
Application call date	8 June 2026
Application deadline	22 June 2026

Background:

The Asia Indigenous Peoples Pact (AIPP) is a regional alliance formed in 1988, with its Secretariat established in 1992 by Indigenous Peoples' movements across Asia. AIPP serves as a forum and mechanism for building solidarity and cooperation among Indigenous Peoples in Asia, advancing the protection and promotion of their rights including the right to self-determination, protection of biodiversity and the environment, and the promotion of intersectionality and sustainable development.

AIPP has 46 member organizations across 14 countries in four sub-regions of Asia, including ethnic-based organizations, Indigenous women's organizations, Indigenous youth organizations, and an organization of Indigenous Persons with Disabilities. AIPP also serves as Regional Secretariat for several Indigenous-led regional networks, including the Asia Indigenous Youth Platform (AIYP), the Network of Indigenous Women in Asia (NIWA), the Indigenous Peoples Human Rights Defenders Network (IPHRD), Indigenous Voices in Asia Network (IVAN), and Indigenous Knowledge and Peoples of Asia (IKPA).

AIPP's work is guided by seven key programmes: Organizational Strengthening and Movement Building (OSMB); Communication; Environment; Regional Capacity Building (RCB); Human Rights Campaign and Policy Advocacy (HRCPA); Indigenous Women (IW); and Land, Territories and Resources Programme (LTR). These programmes support the implementation of the AIPP Strategic Plan (2025–2029), which is organized around three strategic directions and six strategic pillars.

A. Specific Duties and Responsibilities of the Finance Officer

Project Financial Management

- a) Maintain and perform daily data entry in QuickBooks to ensure accurate and up-to-date records.
- b) Maintain proper financial documentation and filing for specific assigned projects.



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- c) Checks and compares QuickBooks cash balances against bank statements on a monthly basis.
- d) Provides the necessary documents to the Senior Finance Officer for the preparation of monthly bank reconciliations.
- e) Compiles and delivers comprehensive monthly financial reports to the Program Coordinator
- f) Ensures accurate and timely reviews of budget-versus-actual costs for projects and operations, in coordination with Program Coordinators.
- g) Prepares quarterly financial reports for assigned projects and submits them to the Finance Manager for consolidation.
- h) Leads partner orientations on financial policies and procedures for new projects, in consultation with the Finance Manager.
- i) Conducts financial monitoring in consultation with the Finance Manager as required.
- j) Provides timely responses to donor and partner enquiries in accordance with service-level agreements.
- k) Review, check, and verify financial documents submitted by partners for compliance.
- l) Manage photocopying, scanning, and digital archiving of all relevant financial documents.
- m) Handle and process reimbursements for participants in a timely manner.
- n) Perform any other duties and tasks assigned by the Finance Manager.

B. Required Skills and Qualifications

- a) Level of education: Bachelor's degree in accounting
- b) Preference is for an Indigenous person from Thailand.
- c) Computer literate, including the use of Microsoft Excel and familiarity with using QuickBooks accounting software.

C. Experiences:

- a) Minimum two years' relevant experience in finance and accounting, preferably with experience with NGO.
- b) Experience of working on human rights issues or with Indigenous Peoples/communities would be preferable.

D. Skills and Abilities:

- a) Able to communicate in speaking and writing in English.
- b) Positive attitude and ability to work in a multi-ethnic/social environment.
- c) Flexible and able to multitask and work under pressure.
- d) Able to travel abroad

The Interested Indigenous/ethnic persons from Thailand can apply (indicating ethnicity) with an updated CV including at least two references with their complete contact details (email address and phone number) by 18 June 2026 to the following email addresses:



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- a) Mr. Lakpa Nuri Sherpa at email: hr-aipp@aippnet.org
- b) Ms. Apinya Putipraisakun at email: apinfina@aippnet.org?
- c) Ms. Kamonphan Saelee at email: ale@aippnet.org ?

For more information on AIPP, please visit our website: www.aippnet.org. The Only shortlisted applicants will be contacted for the interviews.