



Full-Time Finance Officer (Thai national)

Job Description

Position Title	Finance Officer
Division	ECHO Asia Regional Impact Center
Department	Support Services
Reports directly to	Regional Operations Manager
Will work in conjunction with	Regional Director, Regional Operations Manager, Accounting Associate, Learning Logistics Coordinator, Sala Conference Center Supervisor
Directly Supervises	N/A
Location Base	ECHO Asia Small Farm Resource Center, Chiang Mai, Thailand
Duration	Full-time
Date Document Prepared	18 November 2025

General Description

The purpose of this role is to effectively coordinate and manage all financial records in terms of income and expenses of the organization. This includes submitting fund requests, registering income, paying expenses and salaries, managing the foundation bank accounts, and tracking expenses against the annual budget. The Finance Officer will work in close coordination with the Accounting Associate, who is responsible for bookkeeping of our accounts and coordinating the annual audits. Since 2011, the ECHO Asia Thailand Foundation has existed as a legal entity in the Kingdom of Thailand and has had authority to act as a Foundation under the auspices of the Social Services and Community Development office of Chiang Mai Province. The Foundation exists to provide ECHO services to Asia and Thailand, in particular.

Main Duties and Responsibilities

1. Financial responsibilities

- Assist with bank transfers and payments to contract laborers, translators, and other vendors.
- Organize bills, including expenses, income, withholding tax, social security, and salaries.
- Submission of monthly fund requests to global headquarters.
- Assist the Regional Director and the managers of various departments with the budgets for expenses, income, or balances according to the needs of each manager.

- Assist in the creation and monitoring of ECHO Asia's biannual budget.
- Serve as the face of ECHO Asia with the Bank, Government of Thailand, and other related private and government entities as needed.
- Record and track the Paid Time Off (PTO) days of all employees and keep the files of all employees.
- Assist the Regional Operations Manager with social security, salary, and withholding payments for Thai staff.
- Assist the Legal and Administrative Associate with the inventory and dissemination of books and goods purchased and sold by the ECHO Asia Impact Center where needed.

2. General tasks

- Assist in front-office administration as needed and assist with hospitality needs of guests at the ECHO Asia Impact Center.
- Facilitate translation of ECHO Asia Foundation and ECHO Asia Impact Center documents, government reports, etc. as needed.
- Attend weekly, monthly, and other ECHO Asia Thailand Foundation and RIC related meetings, as needed.
- Provide support and assistance to the Regional Director of ECHO Asia, the Regional Operations Manager, the Agricultural Operations Manager and the Extension Manager where needed to support conferences, trainings, and regional meetings.
- Check the stock of various products such as books, shirts, hats, bags, pens, etc. and inform the purchasing department if there is a need to order more.
- Facilitate engagement with and help to host visitors, volunteers, and interns in the mission of the ECHO Asia Impact Center.

Work Hours:

Regular work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional work outside of hours can be expected in the case of special events, though these will not be regular occurrences.

Required Education and Experience:

- Degree in accounting, finance, or business administration; or commensurate work experience.
- Finance Officer Level: 2-75years of related work experience.
- Working English proficiency.
- This position is open for Thai Nationals only.

Required Competencies:

- A committed follower of Jesus Christ who affirms ECHO's Statement of Faith and possesses character traits consistent with ECHO's core values.
- Demonstrated ability to work in a multi-lingual, multi-cultural environment, responding to the needs and requests of a diverse network.
- Demonstrated proficiency in computer programs including Microsoft Office, Teams, and QuickBooks Online or similar financial software.
- Ability to handle sensitive information with confidence and with maturity.
- Working knowledge of and experience in office administration.
- Demonstrated ability to work with and take directions from local and foreign staff.

- Demonstrated ability to work both independently and in team-based settings.
- Must be detailed oriented but also able to always keep the organizational objectives in view.
- Must have excellent human relation skills and ability to respond to high-pressure situations.

Benefits:

- Competitive Salary Range: 25,000 - 40,000 THB per month (according to qualifications and experience)
- Paid Time Off (PTO)
- Paid Holidays
- Paid Medical Insurance
- Provident Fund
- Phone Stipend

If you are interested, please apply for this position via email: rvanderhelm@echonet.org

For more information about this position please contact Jenny: 0871778204