

<b>JOB TITLE: Finance Manager</b>	
<b>TEAM/PROGRAMME: SCI Project Office Thailand / Finance Team</b>	<b>LOCATION: Bangkok</b>
<b>GRADE: JG-2</b>	<b>Type of Contract:</b> <b>Permanent</b> <input type="checkbox"/> <b>Fixed Term</b> <input checked="" type="checkbox"/> <i>one-year contract with possibility of extension</i>
<b>ROLE PURPOSE:</b> <p>As a permanent member of the internal finance team, the Finance Manager shares in the responsibility for managing the financial monthly transactions and reconciliations, banking, payments, budget planning and analysis of the SCI Thailand Project Office, which focuses on the delivery of a large education program in the region. The post holder will be accountable to maintain a secure and effective financial system adhering to SCI standards and ensure accurate and appropriate budgeting, cash flows, financial controls and compliance, banking and payments, audits recording, monitoring and reporting – internally, to Thailand authorities, and to donors. The position serves as a resource for supporting programme staff and partners in their financial responsibilities with a focus on the Thailand-based finances such as banking, payments, reporting and audit requirements. The Finance Manager is tasked with contributing to a healthy and productive work environment in Save the Children International in Thailand and with the wider project team.</p>	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Head of Finance <b>Staff reporting to this post:</b> N/A <b>Budget Responsibilities:</b> Management of all Thailand-based budget, reporting, banking, payments, and audits, and authority as per Scheme of Delegation	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <b>Cash &amp; Bank Management</b> <ul style="list-style-type: none"> <li>Manage and monitor bank and cash operations, including cash flow forecasting and supervising the petty cash system, review the cash vouchers along with the supporting documents, ensure quick payments, effective use of cash management; provide reasonable services to the stakeholders, assist in smooth operation of goods and services procurement, including having the full month end process.</li> </ul>	

- Oversee timely and accurate payments to partners, vendors, suppliers, and staff in Thailand and Myanmar, ensuring full compliance with internal and donor policies and guidelines.
- Communicate payment confirmation to staff, program teams, partners, and suppliers.
- Maintain and update petty cash, cash counts, and bank payment tracking to ensure sufficient liquidity for operational and security purposes.
- Monitor bank balances and coordinate with SCI Centre to ensure SCI POT has adequate funds.
- Manage the full end-to-end banking process, including payments, transfers, reconciliations, and bank documentation, in accordance with SCI financial policies.
- Ensure proper filing and safekeeping of all cash and bank documents, including reconciliations, bank statements, and cash count sheets.
- Review requisitions and cash vouchers ensuring correct coding, budget availability, policy compliance, authority approval, and accuracy prior to processing payments.
- Handle designated payments through authorized cash payment vouchers.
- Support the forecasting and review of monthly fund requests and ensure efficient daily cash management.
- Conduct monthly cash counts and maintain cash replenishment in line with organizational policy.
- Manage day-to-day safe custody and cash control procedures.
- Liaise with banking partners and address all bank-related matters for SCI POT operations.
- Support the updating and onboarding of authorized bank signatories and provide required inductions.

### **Financial Support to Human Resources**

- Work closely with the HR department to ensure staff salaries and benefits comply with employment contracts and local regulations.
- Ensure that staff salaries and benefits are paid according to contract and increments and cost of living increases are added at the appropriate times; and that all tax liabilities according to the country rules and regulations are met accurately and on time.
- Review and submit monthly staff income tax through the Thai government online tax system.
- Enter monthly payroll and benefits for Thailand-based staff into Agresso accounting software.
- Review and accept the international staff salary and benefits through the inter-charge system.
- Prepare and process upload for Thailand-based staff benefits in Agresso, including annual leave accruals, 13th-month salary, savings schemes, compensation funds, insurance, and staff wellness provisions.

### **Month-End Closing**

- Upload general ledgers (GLACOS) into the financial management system (Agresso) after reviewing by Head of Finance and ensure accuracy.
- Perform month-end bank and cash reconciliations in the Agresso system.

- Review and record monthly accruals, prepayment amortization, and related adjustments.
- Process matches the unreconciled balance sheet line items in Agresso system and supporting required for balance sheet financial reviews (e.g., programming advances).
- Support in preparing the monthly financial reviews (MFRs) with all control accounts reconciled, reviewed with SMT and the Head of Finance.

### **General Accounting & Compliance**

- Review general ledger (GLACOS) and bank and post them to the Agresso system where required.
- Maintain accurate, complete, and timely recording of financial transactions in Agresso.
- Ensures awards and General Fund Schedules are aligned and that shared office costs are correctly charged.
- Ensure compliance with all Save the Children Financial Management Operating Standards and Standard Operating Procedures, including the requirements of the SCI Finance Procedures Manual.
- Ensure the integrity of financial systems by reporting issues and by ensuring that the data validation is correct for all budgets e.g. projects, dates, exchange rates are all correct in the system and agree to donor funds summaries.
- Identify and resolve discrepancies in financial records and reports.
- Prepare, file, and submit all monthly withholding tax forms (PND 1, PND 3, PND 53) to the Thai Revenue Department, ensuring compliance with statutory deadlines.
- Maintain secure and organized filing of all financial documents according to SCI Finance policies and audit requirements.
- Support the timely submission of financial reports and attachments to members, individual donor timeframes and requirements and government regulatory agencies
- Lead the preparation and coordination of annual internal, programme, and Thailand financial audits, including:
  - Preparing audit schedules, supporting documents, and reconciliations required by the external audit firm.
  - Reviewing draft financial statements and audit findings, including support in providing a management response and that findings are tracked and addressed.
  - Liaising directly with the external auditors to address queries and ensure compliance with Thai Financial Reporting Standards (TFRS) and/or other SCI/donor requirements.
  - Ensuring audit completion and alignment before final submission to leadership for review and approval.

### **Coordination & Cross-Functional Support**

- Work collaboratively with Myanmar finance teams, program teams, and regional finance stakeholders to ensure accurate financial reporting, deadlines, and segregation of duties management.

### **SKILLS AND BEHAVIOURS (SCI Values in Practice)**

#### **Accountability:**

holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same

widely shares their personal vision for Save the Children, engages and motivates others future orientated, thinks strategically and on a global scale.

**Collaboration:**

builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters

values diversity, sees it as a source of competitive strength

approachable, good listener, easy to talk to.

**Creativity:**

develops and encourages new and innovative solutions

willing to take disciplined risks.

**Integrity:**

honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS**

- Bachelor's degree in accounting, finance, or related field.
- Minimum 10 years of progressive experience in finance, accounting, or audit roles, preferably within INGOs, multinational organizations, or complex operational environments.
- Knowledge of Thai statutory accounting, tax compliance, and monthly submissions (PND 1, 3, 53).
- Excellent organisational skills and a track record of consistently delivering on time.
- The ability to speak, read and write in Thai and English as working languages

**EXPERIENCE AND SKILLS**

- Proven experience managing external financial audits and coordinating with audit firms in Thailand.

- Experience in banking operations, treasury tasks, and multi-currency transaction management.
- Experience using ERP systems and accounting software (such as Agresso/Unit4) and Microsoft Excel
- Demonstrated experience with donor financial management and reporting preferred.
- Strong understanding of Thai Financial Reporting Standards (TFRS) and Revenue Department regulations.
- Good analytical and reconciliation skills with high attention to detail.
- Ability to work independently while managing multiple priorities.
- Strong communication skills when working with external auditors, banks, and internal teams.
- High integrity, professionalism, and respect for confidentiality.

### **Equal Opportunities**

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

### **Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

### **Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

### **Health and Safety**

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

## **Application Process**

**Interested candidates should apply and submit a motivational letter, comprehensive CV, expected salary and details of at least 3 referees via the following link:**

**Apply Here: [View the job posting](#)**

**Due to the volume of applications, only shortlisted candidates will be contacted.**

**“We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse”**

**All employees are expected to carry out their duties in accordance with our global anti-harassment policy.**