

FINANCE/ACCOUNTING MANAGER

Full-Time Based in Chiang Mai, Thailand

Duration – Immediate to August 2025 (with possible extension)

Application Closing date – 31th July 2024 5.00PM Thailand Time

The Opportunity

The United States Agency for International Development (USAID) requires implementation support to establish and manage the Community Resilience Program (CRP). This program is based in Chiang Mai, Thailand to support activities that will sustain and strengthen community resilience in the region.

About the Role

CRP is seeking a Finance and Accounting Manager (FAM) to oversee all aspects of accounting, budgeting, and financial operations. The Finance and Accounting Manager will ensure that accounting, budgeting, and financial activities are carried out in a manner consistent with the objectives of the project, and in compliance with local law, USAID regulations, and CRPs policies and procedures. The FAM will report to Operations Manager.

Responsibilities:

- Provide overall oversight and accountability of the Finance and Accounting department.
- Work closely with the Chief of Party and Operations Manager to establish and oversee the financial management of the program, including but not limited to submission of monthly financial budget forecast and cash flow projections for the field project expenses, monthly submission of financial records to the home office, field operating budget racking/obligation oversight, and adherence to audit/financial procedures.
- Prepare field monthly financial reports.
- Ensure compliance with statutory regulations, and other financial laws and regulations.
- Ensure availability of funds and oversee bank reconciliation statements for all funds in foreign and local currencies.
- Manage and support the payment process for program activities, carry out monitoring of advances, and ensure the proper use and management of the financial resources of the program in line with the requirements of the client and implementing partners.
- Review all payment documentation and verify information prior to approval, signature of the Operations Manager and/or Chief of Party, and payment processing.
- Ensure that accounting and finance actions are compliant with Implementing partner and client's procedures and regulations as well as advise on policies and regulations related to finance and accounting.
- Ensure that all required documents are accurate, updated, and compliant with the up-to-date local regulations and laws governing taxes and accounting.
- Ensure that all financial books and records are properly maintained in accordance with the home office's policy and the best practices as needed.
- Support and monitor requests for funds for the implementation of the program.
- Support Grants managers with financial aspects of grants management including review and audit grantee financial reports ensuing compliance with grant agreement requirements.
- Support Procurement Team and provide guidance of implementing partner and client's procedures and regulations.
- Organize annual audit.

- Perform other tasks as requested.

Qualifications:

- Bachelor's degree in finance, business administration, accounting, or related field.
- Minimum eight (8) years of experience working in project financial management with strong knowledge of international donor requirements.
- Experience working on a USAID-funded project will be an added advantage.
- Familiarity with grants management and project finance management, including financial controls, accounting, auditing, as well as reporting on accruals, pipelines, and expenses.
- Proficient with MS Office, especially Excel.
- Excellent interpersonal and communication skills.
- Ability to work effectively and harmoniously under pressure in a stressful environment and with colleagues from different cultural and professional backgrounds.
- Good written and spoken English.

Application Process

Please send your CV in **English** to HR at the following email address: -

matika.naisom@crprograms.com

Matika Naisom

Human Resources Officer,

Community Resilience Program