



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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

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

VACANCY ANNOUNCEMENT

Title of the position	Finance Officer (1)
Level	Level 3
Duration of the contract	1 year with possibility of renewal of the contract based on satisfactory performance and subject to availability of funds
Probation period	3 months
Reports to	Finance Manager
Station	AIPP Secretariat, Chiang Mai, Thailand
Application deadline	30 September, 2025
Application open to	Internal and External

1) Background:

AIPP is a regional secretariat of Indigenous Peoples' Organizations (IPOs) in Asia founded in 1992 by Indigenous Peoples' (IPs) movements envisioning the fully exercising and securing IP rights, their distinct cultures, and identities to live in an environment of peace, dignity, justice and equality. AIPP also strives for strengthening the solidarity, cooperation, and capacities of Indigenous Peoples in Asia to promote and protect their rights and recognitions, and their sustainable resource management systems through long-term management of their lands, territories, and resources and for their own future and self-determination and autonomy.

At present, AIPP has 46 members from 14 countries in Asia with 12 Indigenous Peoples' national alliances/networks (national formations), 34 local and sub-national organizations. AIPP with its members, partners and allies join forces with people who share same belief, to empower Indigenous Peoples and their communities for themselves through broadest solidarity and cooperation to amplify Indigenous movements and other social movements towards achieving equality, peace, democracy and justice. These movements also focus on promotion and protection of the integrity of the environment and enhance the sustainable resource management systems of Indigenous Peoples. AIPP's works are grounded and at the boarder level (national to international levels) with the decision-makers, governments, UN agencies and corporations, and speak out on the big issues.

The Finance Officer will work and manage the organization's financial systems and processes, ensuring accuracy in financial records, accountability in resource utilization, and compliance with donor regulations, statutory requirements, and internal policies.

2) Specific objectives of the Job:

The specific purposes of this position at AIPP are:

- Ensure sound financial management by maintaining accurate accounting records, preparing timely financial reports, and monitoring budgets in line with organizational policies and donor requirements.
- Support effective project and program implementation by providing financial guidance to project teams, AIPP members, partners and networks ensuring alignment of financial planning with project and program activities, and monitoring expenditures against approved budgets.
- Enhance donor and partner confidence by ensuring financial compliance, preparing audit-ready accounts, and responding promptly to financial queries and reporting obligations.

3) Roles and Responsibilities, Skill and Qualification, Experiences, and Skills and Attributes

A. Specific Duties and Responsibilities of Finance Assistant are to:

- Maintains QuickBooks (daily entry data)
- Prepares the monthly financial report for submission to the program coordinator.



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- c) Ensures accurate and timely review of the budget versus actual cost of project and operations in coordination with the Program Coordinators & concerned Finance staff.
- d) Prepares the quarterly financial reports of responsible projects and submits these to the Finance Manager for consolidation.
- e) Maintains proper financial documentation of specific assigned projects.
- f) Orientation the partners on Finance policies and procedures for new projects in consultation with Finance Manager as needed.
- g) Conducts financial monitoring in consultation with Finance Manager as required.
- h) Adhere to AIPP' financial policies, manual and procedures.
- i) Perform additional duties when required, including related clerical works.
- j) Any other task assigned by the Finance Manager and the Management including necessary finance documents and preparation of monthly bank reconciliation.

B. Required Skills and Qualifications

- a) Level of education: Bachelor's degree (Finance and Accounting)
- b) Person must be an Indigenous person (Tribal person) from Thailand.
- c) Computer literate including the use of Microsoft excel and familiarity on using Quick Book accounting software.

C. Experiences:

- a) Experience of working on human rights issues or with Indigenous Peoples/communities will be an advantage.
- b) Minimum one years' relevant experience in finance and accounting, preferably with NGOs in Thailand.
- c) Experience of working on human rights issues or with Indigenous Peoples/communities would be preferable.

D. Skills and Abilities:

- a) Fluent in English & Thai speaking and writing.
- b) Positive attitude and ability to work in a multi-ethnic/social environment.
- c) Flexible and able to multi-tasking and work under pressure.
- d) Negotiation skills.
- e) Able traveling aboard

Salary will be based on qualifications, experiences, and on prevailing rates of regional NGOs based in Thailand.

Interested Indigenous persons from Thailand can submit application (indicating ethnicity) together with updated CV with **at least two contacts of the references** with complete contact details (including email address and, phone number) by the **30 September 2025; 5:00 PM Bangkok Time** to following email addresses: hr-aipp@aippnet.org and keeping in loop: ale@aippnet.org and apinfina@aippnet.org.

Please indicate "Finance Officer Position" in the email's subject line.

Priority will be given to the competent Indigenous women, Indigenous Youths, and Indigenous Person with Disabilities (IPwDs) candidates and candidate from AIPP member organizations in Thailand