

# Job Position: Finance & Admin Coordinator- CGPP Thailand

## WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organization devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With more than 50 years of experience in the country, we help all people regardless of race, gender, and religion.

## OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories!

***Learn more about our work at [worldvision.or.th](http://worldvision.or.th)***

## PURPOSE OF POSITION

The Finance and Administration Coordinator is responsible for the day-to-day operation of financial management, administrative and logistics support, compliance, and reporting of the CORE Group Partners Project (CGPP) in Thailand.

The role ensures accurate financial management, administration and logistics support in line with World Vision policies, donor regulations, and U.S. Government (DoS) requirements. The position also supports sub-grant financial management for implementing partners and ensures strong financial accountability across the program.

### **About the CORE Group Partners Project (CGPP)**

The CORE Group Partners Project (CGPP) is a multi-country, multi-partner initiative that provides financial support, on-the-ground technical assistance, and coordination to strengthen national efforts toward polio eradication, immunization systems strengthening, and broader global health security.

Implemented in Thailand by World Vision Thailand, CGPP works through networks of international and local NGOs to reach underserved, hard-to-reach, and cross-border populations with low immunization coverage.

The project supports surveillance for acute flaccid paralysis (AFP), vaccine-preventable diseases (VPDs), and emerging zoonotic disease threats, while strengthening community engagement and preparedness systems. CGPP contributes to Thailand's national

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action plans for polio eradication, routine immunization strengthening, and maternal and child health outcomes.

## MAJOR RESPONSIBILITIES

### Day-to-day Financial Management 30%

- Support the day-to-day financial management of the CGPP project, including but not limited to managing accurate local ledger entries, processing expense vouchers, managing petty cash and preparing financial reports with required documentation etc.
- Monitor budget utilization and burn rates and provide regular financial analysis to support decision-making.
- Ensure compliance with World Vision financial policies and procedures. Support any budget planning and revisions as requested

### Administrative Support and Logistics 30%

- Lead and coordinate procurement activities, manage vendor relationships, and support broader project operations.
- Handle the logistics (venues, travel, shipments, per diems, and consultant contracts) for capacity-building workshops, stakeholder engagements, or training-of-trainers sessions.
- Maintain an up-to-date registry of all physical assets, office supplies, and project equipment. Coordinate regular inventory checks.
- Perform other related duties and ad-hoc assignments as required.

### Grant Compliance and Reporting 20%

- Ensure compliance with donor regulations, particularly U.S. Government (DoS) requirements.
- Support the preparation of financial reports (monthly, quarterly, annual) with highest accuracy and timely submission.
- Support internal and external audits, including donor audits, ensuring all documentation is complete and compliant.
- Maintain proper grant documentation and audit trails.

### Sub-Grant and Field Financial Management 10%

- Support the financial oversight of sub-grants to 1 - 2 implementing partners.
- Ensure sub-grantees comply with donor and World Vision financial requirements.
- Provide financial capacity support and guidance to partner organizations as requested.
- Support the periodic financial monitoring visits to partners.

### Internal Controls and Risk Management, Coordination and Support 10%

- Ensure strong internal controls are in place and adhered to across all financial processes.
- Identify and mitigate financial risks, including fraud prevention and safeguarding compliance.
- Support implementation of World Vision risk management policies and procedures.
- Coordinate with cross-functional teams to ensure smooth day-to-day operation.

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## KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. Professional certification (e.g., CPA, ACCA) is an advantage but not required.
- Minimum 2 years of experience in financial management of donor-funded projects. Experience managing U.S. Government-funded grants strongly preferred.
- Experience in sub-grant financial management.
- Strong understanding of financial reporting, budgeting, and compliance.
- Experience working with NGOs or international organizations preferred.
- Strong knowledge of financial systems, budgeting, and reporting.
- Advanced Excel proficiency.
- Familiarity with financial management software (e.g., QuickBooks, ERP systems)
- Strong analytical and problem-solving skills.
- Fluency in Thai and proficient English (written and spoken).
- Based in **Bangkok, Thailand**, with domestic travel and occasional international travel (approximately **20-30%**) required for program oversight, partnership coordination, and advocacy.
- Operates in a hybrid work environment requiring regular engagement with government partners, NGOs, and internal World Vision teams.
- Requires a strong commitment to World Vision's Christian ethos, safeguarding principles, and ethical partnership standards.

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As a child focused organization, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to [Thanyarat\\_Charndamnernkit@wvi.org](mailto:Thanyarat_Charndamnernkit@wvi.org) Tel. 02-0229200 Ext.151. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails and phone number above.