

Finance Assistant, USAID/Burma Diversity and Inclusion Scholarship Program (Hybrid)

(Thai National only)
Institute of International Education
Bangkok, Thailand

Job description

Job Title

The Finance Assistant provides accounting, finance, administrative, and human resource management support to the Finance & Admin Manager (Myanmar), Finance Officer (Bangkok) and program staff. He/she is responsible for initiating financial transactions in compliance with local accounting standards, charge codes, IIE policies and procedures, client requirements (USAID), partner requirements, and all other applicable laws, rules and guidelines.

Essential Functions:

- Prepares and proposes journal entries; prepares and uploads journal entry files and adjustments; and conducts financial account analysis of ledger accounts.
- Reviews, verifies, and processes payment requests, travel advances, and expense reports for office team members, including tracking travel expenses against program and administrative budget(s). Supports AR reconciliation process. Monitors accounts payable activity and prepares payment requests. Keep record of office assets.
- Provides general administrative/procurement support for the finance team and office as needed.
- Supports financial reporting including participation in the preparation of budgets and variance explanations, financial statements, and programmatic deliverables.
- Supports banking and cash-related activities for the office, including statement and petty cash reconciliations. Prepares and submits monthly operating funds request.
- Handles the preparation of all documents required by Thai Immigration to make sure work permit and work visa for expatriates are done completely and in a timely manner.
- Responsible for monthly withholding taxes, value added tax, mid-year and yearend corporate income tax submission to Revenue Department with legitimately accurate and in a timely manner.
- Assists the Finance Manager in cash flow and financial management, human resources, procurement, administration, internal controls, office/project registration, and other relevant activities for the office.
- Assists the Finance Manager to track the deliverable items for the field office and partners, including subcontractors and consultants.
- Other tasks assigned by the Finance Manager.

The Institute of International Education ("IIE") has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.

Job Requirements

Education and Work Experience:

- Requires vocational or technical training beyond high school and at least two (2) years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Bachelor's degree in accounting, finance or relevant field preferred.
- Excellent proficiency with knowledge of Microsoft Office; internet software and database software.
- Strong organizational, problem solving and time management skills.
- Demonstrated attention to detail.
- Demonstrated ability to handle a heavy workload and changing priorities and tasks under strict deadlines.
- Excellent interpersonal skills.
- Basic proficiency in English, written and oral.
- • Strong interest and ability to work effectively in a team environment.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.