

## VACANCY NOTICE (URGENT)

We are a Research Institute based in Thailand and urgently looking for a highly motivated person for the position of “**Finance Officer**”. The position is for an initial one-year contract and renewable based upon performance evaluation and funding availability.

Post Title: **Finance Officer**  
Reporting to: Finance Manager  
Contractual Status: Annual contract  
Start Date: **As soon as possible**  
Post Duration: Initial one year, renewable annually  
Duty Station: Chiang Mai, Thailand

### **Duties and responsibilities**

Under the direct supervision of Finance Manager, the officer will perform the following duties:

- Record and process financial transactions, including accounts payable, accounts receivable, and payroll.
- Ensure accuracy and completeness of financial documentation and maintain organized financial records.
- Assist in the preparation of budgets for projects and organizational activities.
- Monitor budget performance and report any variances to the Finance Manager.
- Generate regular financial reports for review by the Finance Manager.
- Assist in the preparation of financial reports for donors and other stakeholders.
- Collaborate with program managers to track and manage financial aspects of grants.
- Assist in the preparation of grant budgets and financial reports.
- Reconcile bank statements and maintain accurate cash records.
- Monitor cash flow and report any discrepancies or issues.
- Maintain proper filing system and safekeeping of confidential documents.
- Other duties as assigned by the supervisor.

### **Required Ethics and Competencies**

- Demonstrates integrity and ethical standards.
- Commitment to perform tasks in a responsible, timely and professional manner; detail-oriented; committed to achieve high-quality results; ability to work under time pressure and meet tight deadlines; ability to prioritize tasks and execute them accordingly.

## Education and Experience Required

- Completion of a minimum bachelor's degree or the equivalent in Accounting, Finance, Office Management, Human Resources or other related fields.
- Minimum three to five years of previous job experience in the non-profit sector.

## Knowledge, Skills and Competencies

- Computer skills (in MS office and People soft applications).
- Team spirit, cultural sensitivity, decision making, innovation and initiative taking.
- Excellent communication, interpersonal and negotiation skills.
- Knowledge and working experience of related finance and budget (software) applications.
- Knowledge of NGOs/INGOs specific applications is an asset.
- Demonstrates integrity and ethical standards
- Commitment to perform tasks in a responsible, timely and professional manner; detail-oriented and committed to achieve high-quality results; ability to work under time pressure and meet tight deadlines; ability to prioritize tasks and execute them accordingly.

## Language & Communication

- Excellent knowledge of English and Myanmar.
- **Knowledge of Thai banking system and operating business in Thailand will be advantage.**

Applications should be emailed directly to: [hr@ispmyanmar.com](mailto:hr@ispmyanmar.com) submitting along with a cover letter, a CV detailing qualification, work experience, proposed salary, softcopy of certificates, and the names and contact details for two professional references.

Only short-listed candidates will be individually notified and invited for a test and panel interview. **This position is to be filled promptly upon finding a suitable candidate.**

We are an equal opportunity employer. We welcome and encourage applications from women, minorities, and under-represented groups.