



## **Finance and Administration Assistant (FAA)**

### **Full-time**

Reposted March 24, 2026 (Interviews will be held on a rolling basis as applicants are received)

Contract: National Contract

Term of service: 1 year with a possible extension

Location: Chiang Mai, Thailand **(Required)**

Start date: ASAP

***Applications submitted in English only.***

## **Background**

Lutheran World Federation (LWF) World Service is the humanitarian and development arm of the Lutheran World Federation. We are a widely recognized, international, faith-based organization working in 25 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world. A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations. We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard-to-reach areas.

Our work is people-centred and community-based. Above all, we work with the most vulnerable, and we engage proactively with community institutions. For additional information, please see: <https://worldservice.lutheranworld.org/>.

For the **LWF Thailand Foundation**, we are looking for a Finance and Administration Assistant (FAA).

## **Job Summary**

Finance and Administration Assistant (FAA) will support finance, administration, logistics and procurement functions of the LWF Thailand Foundation. The role will be supervised by the Program Manager, and further the supervision of the Executive Director. In addition, the FAA will work closely with the Finance Manager of LWF WS (Myanmar/Thailand) and contribute to maintaining accurate financial records, supporting officer operations, and ensuring compliance with LWF Foundation (Thailand) procedures. In addition, the FAA will provide administrative and financial support to the Board of Directors (BOD), preparing documentation, preparing records and assisting the BOD as needed to help them maintain their oversighting role.

## **Responsibilities**

### **Accounting and Finance Management**

- Maintain cash books, bank books, and petty cash records.
- Assist in maintaining financial records and receipts.
- Assist in processing payments, advances, and reimbursements
- Prepare monthly bank reconciliation statements and fund accountability/balance statements.
- Preserve all bills, vouchers, contracts, and other financial transaction documents.
- Assisting on compliance of foundation policies, government tax and other rules
- Support the preparation and submission of monthly expenditure details.

### **Office Administration, Logistics and Human Resources**

- Ensure the smooth day-to-day functioning of the office.
- Maintain inventory of fixed assets and consumables.

- Procure supplies based on guidelines and approval of authorizing staff.
- Maintain HR, admin, and finance filing systems for hard and soft copies, maintaining confidentiality.
- Make travel/transport accommodation arrangements for staff, the BOD and work-related visitors.
- Support HR functions, including payroll, and support the alignment with local labour law.

### **Other Relevant Responsibilities**

- Assist in organizing meetings, workshops, and travel arrangements for BOD, Project staff, visitors, etc.
- Support the foundation and the BOD to complete and file any required government documentation to meet legal requirements including translation of materials and follow up.
- Support field visits to monitor program documentation under the direction of the Program Manager.
- Perform any other duties assigned by the supervisor.

### **Academic qualification**

- Bachelor's degree in accounting, business or financial management related subjects.

### **Experience**

- 3 years' experience in finance, accounting, management and administration work in an international NGO in emergency or development fields.
- Experience with Thai Foundations is highly desirable.

### **Other Requirements**

- Thai national in accordance with local labor laws and regulations.
- Knowledge and skills for importing MS Excel Cash books
- Exposure to HR systems and handling of payroll.
- Knowledge of systems and procedures of I/NGOs Finance and Procurement procedures, etc.
- Proficient with MS Office, Excel, Power Point, SharePoint and Teams.
- Proficient in spoken and written English and fluent in Thai language.
- Ability to work independently and has "can-do attitude".
- Demonstrates strong cultural and religious sensitivity and promoting an inclusive and respectful work environment while collaborating effectively in diverse teams.
- Ability to develop and manage good relations and communications with stakeholders.
- Willingness and ability to travel to support projects.

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