

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

(Thai National Only)

Institute of International Education

Bangkok, Thailand

Job description

Job Title

The Finance and Administrative Officer provides finance, accounting, and administrative support within their respective office, ensuring compliance with local accounting standards, GAAP, IIE policies and procedures, client requirements, partner requirements, and all other applicable laws, rules, and guidelines.

Essential Functions:

- Conducts accounting related activities for the program. Activities include but are not limited to journal entries, expense monitoring, payroll support, tax compliance, accounts payable, accounts receivable, cash management, reconciliations, and close-outs. Develops and monitors internal controls. Supports internal and external audits.
- Reviews and prepares all financial reporting to include internal reporting, reporting to local authorities and financial reporting to clients. Liaises with finance related stakeholders including external/internal auditor, tax authorities, Ministry of Commerce, legal department and others to ensure financial reports compliance.
- Administers human resources, procurement, administration, office/project registration, and information technology related activities for the project in the local office.
- Partners with the F&A Manager on the annual development and mid-year forecasting of the program budgets, working collaboratively with program staff to collect necessary inputs.
- Implements effective systems for the monthly tracking of payments for each grantee for all types of scholarships, as well as traces payment to GUC to make sure all numbers are aligned with the contract and scope of work.

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 a bachelor's degree and at least five (5) years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Bachelor's degree in accounting or finance. A professional accounting qualification, such as a CPA, preferred.
- At least three years of experience managing finances in a similar funding environment.
- Combination of commercial and not-for-profit financial administration experience highly preferred. Previous experience working with international non-profit organizations preferred.
- Knowledge of local Financial Accounting Standards, GAAP, and Tax. Previous experience with Thai statutory reports and taxation preferred.
- Familiarity with accounting software.
- Experience with contracts, client rules & regulations, and with current standards and guidelines. Knowledge of USG (e.g., USAID, Department of State) Operational Policy (ADS) preferred.
- General understanding of human resources, administration, and local labor law preferred.
- Excellent critical thinking skills and judgment. Proven willingness to make timely and sound decisions.
- Strong oral and written communication skills. Ability to communicate, advise, and resolve issues that are complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the organization.
- Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure. Self-motivated and able to follow through to end of assignments while meeting goals and deadlines.
- Proven ability to effectively use Microsoft Office, spreadsheet, word processing, and position-specific software.
- Fluency in local language and English, written and oral.

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.

To Apply

If you are interested, Please submit your CV to the below email.
 NSung@usaiddisp.com