



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Regional Office in Chiang Mai, Thailand is seeking an ambitious

## **Finance Coordinator and Office Administrator - Thailand**

**Starting date of position – as soon as possible**

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Finance and Office Administration team in Chiang Mai needs your support with various financial and administrative tasks. You will work closely with the Head of Finance and Office Administration to maintain our accounting system and provide administrative support to our team members.

**Your duties and responsibilities include but are not limited to:**

### **Financial tasks and accounting**

- Handle petty cash and ensure daily cash flow
- Securely handle cash in the safe and ensure its security
- Maintain accurate cash balances and ensure timely withdrawals
- Review payment requests and arrange and confirm domestic transfers to our stakeholders on time
- Manage various currencies in cash registry and bank accounts, and perform currency conversions as necessary
- Handle and verify cash advance requests and cash advance clearing in accordance with our travel and financial policies
- Monitor expenses, reconcile accounts, and maintain accurate, up-to-date financial records in our accounting software
- Prepare cash vouchers and other supporting documents to record accounting transactions
- File and manage accounting documents, ensuring they are organised and accessible
- Coordinate with project administrator on a daily basis
- Serve as the main contact for any bank-related matters
- Perform additional financial duties as required and assigned by the Head of Finance and Office Administration

### **Office administration**

- Carrying out various administrative tasks in compliance with our procurement policy and other relevant policies such as:
  - Make travel arrangements (e.g. flight, car and hotel bookings)
  - Office Site Management
  - Facilitate group health insurance and travel insurance procurement
- Organise and execute special events and meetings
- Run various errands and perform other administrative tasks as assigned by the Head of Finance and Office Administration

**We are seeking for a person who meets the following criteria:**

**Education and work experience**

- A strong interest in working for an NGO
- A graduate diploma, bachelor's degree in accounting/financial management, office administration or equivalent education
- Minimum of 5 years of work experience in the field of accounting, finance, office administration or a similar field
- Knowledge of accounting principles and financial standards and procedures
- Strong experience in cash management
- Understand how to use exchange rates and handle different currencies

**Hard skills**

- Solid experience in working with finance software and Microsoft Word, Excel and PowerPoint

**Soft skills**

- An analytical mindset, detail-orientation and strong problem solving skills
- Great interpersonal skills and verbal and written communication skills
- Good organisational and time management skills
- An open-minded, reliable person with a positive attitude and the desire to support others
- Adaptability to changing technology and stressful times

**Language skills**

- Thai mother tongue
- Intermediate level in written and verbal English language skills

**Other requirements**

- Able to drive a car, often required to drive
- As part of our recruitment process, successful applicants who have passed the interview stage will be required to undergo a police background check before an offer is extended.

**What we offer:**

- A full time position in our office in Chiang Mai, Thailand with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to [logan@childsdream.org](mailto:logan@childsdream.org).

The application deadline is **22<sup>nd</sup> November 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.