

Position	Finance Associates (G1-4)
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • 2-year contract with the possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> • USD 25,935 per annum gross (USD 1,995 per month + 13th month) will be offered in local currency (Thai Baht) • Health, Dental and Accidental Insurance
Closing date	<ul style="list-style-type: none"> • Applications will be accepted on a rolling basis
Interview Dates	<ul style="list-style-type: none"> • Interviews will be scheduled on a rolling basis
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.</p> <p>At present, it has 87 member organisations across 23 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups and peoples—in particular, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
About the Position	
<p>The Finance Programme oversees the financial resources of FORUM-ASIA and oversees financial reporting to the donors, the planning, organising, auditing, and accounting of FORUM-ASIA's finances. The Finance Manager will lead the Finance Programme of FORUM-ASIA. He/she will be required to assist the Management of FORUM-ASIA to administer and oversee the office budget(s) and budgeting processes and reporting; work on contract/grant compliance in the financial area in coordination with the relevant programmes; and observe FORUM-ASIA's accounting policies vis-à-vis fund accounting as noted in FORUM-ASIA's Financial Rules and Regulations (FRR) and generally accepted accounting principles.</p>	
Duties and Responsibilities	
<p>Reporting to the Finance Manager, the Finance Associate shall assist the Finance Manager in implementing the following tasks:</p> <ul style="list-style-type: none"> ▪ Participate in the reconciliation of cash books and justification for any difference in reconciliation; prepare cash counts and reconcile with the cashbooks on a monthly basis; ▪ Compare cash books with bank statements to compute gain and loss in the exchange rate on a monthly basis and liaison with officials of local banks to obtain day-to-day information on exchange rates; ▪ Preparation of financial tables, special reports and other ad-hoc reports. To ensure proper coding and enter all transactions into FORUM-ASIA's accounting software. ▪ Review the financial reports and supporting documents of FORUM-ASIA and its partner organisations to ensure compliance with organisational and donor requirements. ▪ Assist the Finance Manager and the Donor Reporting Finance Officer in the compilation, review and onward submission of the financial report to the donor; ▪ Assist the Finance Manager and the Donor Reporting Finance Officer in producing monthly or quarterly reports 	

on expenditure against the consolidated annual budget, based on submitted quarterly or bi-annual donor reports and data on the accounts system, and to liaise with programmes to provide explanations of variances;

- Make sure all the records/accounts / financial transactions are booked before the audit commencement.

Basic Qualifications and Selection Criteria

Education:

- Bachelor's Degree in Commerce or Accounting

Selection Criteria: Essential

- At least two years of work experience in Finance or Accounting
- Advanced skills in MS Word, Excel, Access and advanced knowledge and experience with computerized accounting software
- Ability to work in a multicultural team and demanding working environment
- Good attention to detail
- Good command of written and spoken English desirable
- Motivation to achieve excellent results
- Willingness to learn
- Thai nationality

Selection Criteria: Desirable

- Experience working in an international or regional or human rights organisation

Applicants are requested to fill in the Job [Application Form](#) and send it by email together with a **self- intro on letter** and **two recommendation letters** to applications@forum-asia.org stating “**Finance Associate**” in the subject line. The recruitment process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, disability, or veteran