



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

Head Finance and Office Administration

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.

Join our Finance and Office Administration team to ensure strong financial management and efficient operations in Thailand, supporting both the Regional Office and the Country Office. You will play a key role in overseeing donor fund management, providing efficient administrative support for programme implementation, and leading the finance, accounting, procurement, logistics, and office administration functions.

Your duties and responsibilities include but are not limited to:

Financial Management & Reporting

- Prepare monthly financial reports and manage departmental budgets for the Regional and the Country Office in Thailand
- Monitor budgets and expenditures to ensure compliance with the organisation's policies, procedures and relevant laws and regulations
- Maintain accurate accounting for all financial transactions, including cross-legal entity transactions and allocation of shared expenses
- Lead multi-currency cash management and banking operations, including monitoring liquidity, update FX rates and reconciling of bank accounts
- Manage organisational credit card expenses, ensuring timely top-ups, proper documentation
- Conduct monthly cash counts to ensure accuracy, accountability, and compliance with internal financial controls
- Maintain proper accounting systems and support annual external audits across legal entities
- Ensure timely and accurate recording of donations in the accounting system and oversee the management of in-kind donations to ensure they are effectively utilised for the maximum benefit of the intended beneficiaries, in alignment with organisation objectives

Administration & Operations

- Oversee logistics, accommodations, and assets to ensure operational efficiency
- Plan and coordinate staff events, ensuring effective use of resources and successful execution
- Maintain a professional, safe, and collaborative office environment
- Manage office site maintenance, repairs, and service coordination.
- Oversee administrative tasks, including documentation, filing, correspondence, and support to other departments as needed
- Maintain relationships with banks and other financial institutions

Human Resources Support

- Support payroll processing to ensure accurate and timely salary payments in compliance with local labor regulations
- Manage the staff welfare benefits, including annual health checks, health insurance, and travel insurance, ensuring timely enrollment and renewals
- File Social Security and personal taxes on time, requiring proficiency in the SVS tax program
- Ensure timely payment of the Workmen's Compensation Fund

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

Education and work experience

- A strong interest in working for an NGO and to contribute to our vision and mission
- A bachelor's degree in Finance, Accounting, Business Administration, or equivalent education
- Minimum of 10 years of work experience in financial and administrative management, including 5 years in the leadership role in NGO or international development context

Hard skills

- Advance knowledge of financial management, accounting, budgeting and banking operations
- Proficiency in accounting software (e.g., QuickBooks, SunSystems, Sage, or similar)

Soft skills

- Proven leadership skills to form a working environment
- Demonstrate the ability to accept, implement and give constructive feedback
- Excellent communication and interpersonal skills
- Excellent analytical skills and drive for constant development
- Great attention to detail and a critical mind
- Excellent organisational and time-management skills
- Positive attitude, open-mind, and being approachable
- High level of integrity and commitment to transparency and accountability

Language skills

- Native Thai language skills
- Proficient written and spoken English language skills are required

What we offer:

- A full-time position in our office in Chiang Mai, Thailand
- 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 relevant work experience, skills, and knowledge, and includes both monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please apply in English with your motivational letter, resume, salary expectations, university transcripts, and two references. The application deadline is **31st October 2025**. Submit your application here: [>> LINK <<](#)

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