

Vacancy Announcement

Finance Coordinator – Chiang Mai

(Re-advertisement)

(12 months, with possibility of extension)

DCA Foundation in Thailand – Chiang Mai Office

DCA Foundation in Thailand is seeking to recruit a talented and enthusiastic person to fill the position of **Finance Coordinator**. This person will be a member of the DCAFT team based in Chiang Mai. The **Finance Coordinator** will maintain a full overview of the Foundations finances, provide financial monitoring and support to DCAFTH Programme staff and partner organizations, and support DCAFTH partner organizations in regard to financial management capacity strengthening.

The Finance Coordinator will report to the DCA regional Head of Finance and will have functional links to the other Finance and Programme Coordinators working in Thailand and the region.

Specific responsibilities

- Design budgets, maintain budget overview, monitor consumption, and conduct reporting for all funding sources used by DCA Office in Chiang Mai.
- Coordinate with DCA FCs in Myanmar, Deputy Head of Finance/ Head of Finance and DCA Copenhagen Finance staff as required to complete work.
- Prepare, control, monitor partner budgets, and support partners in financial reporting, alongside relevant PCs.
- Assist PCs and partners in procurement and logistics.
- Maintain contact with external auditors and facilitate audit of partner budgets as necessary.
- Provide assessments of partner finance capacity and implement capacity strengthening work as necessary.
- Work with PCs and HoF to prepare and manage Country Office budget; provide monthly control of running costs.
- Maintain sound financial and administrative filing system and procedures for DCA Chiang Mai office; ensure all projects and programmes are updated in relevant financial software.
- Ensure that DCA Thailand Foundation administration and finances are running smoothly, including scheduling board meetings, liaison with relevant RTG officials, coordinating audits, and financial reporting of partners.
- Ensure the operations of DCA Thailand Foundation are in compliance with legal and tax requirement of Thailand Laws.
- Support and guide the work of Finance & Admin Assistant.
- Provide any additional finance, admin and HR support to the HoF as necessary.

Qualifications

- At least five years of experience in financial coordination & management work in the development or humanitarian sectors desired.
- Strong command of Microsoft Excel required, additional experience with financial management software a bonus.
- Clear track record of providing financial capacity building support to colleagues or partner organisations a bonus.
- Good command of written and spoken English & Thai preferred.
- Willingness to travel throughout Northern Thailand and to Copenhagen, Denmark, when necessary is required.

The benefit package for the position includes competitive remuneration (salary range from 65,300 to 75,600 THB/monthly depending on education and level of experience). Other benefits include social security (as per Thailand Law) and medical insurance and medical reimbursement.

The contract is initially for 12 months and is eligible for extension subject to performance and funding availability.

Starting date: ASAP

Weekly working hours: 40 hours per week.

Closing Date: Applications will be continuously reviewed.

How to apply: Please submit your CV, application letter and two current references using the DCA on-line application system.

<https://dca.career.emply.com/en/national-positions>

DCA promotes equal opportunity in terms of gender, race/ethnicity and belief and encourages all qualified and interested candidates to apply.

Please note that only candidates shortlisted for written tests and interviews will be contacted.

About the DCA Foundation in Thailand:

The DCA Foundation in Thailand works to support vulnerable and marginalized people in northern Thailand and supports various locally led initiatives focusing on sustainable livelihoods, education, mitigating the impacts of climate change, assisting victims of natural and environmental disasters, and providing support to persons with disabilities (PWDs). DCA Foundation in Thailand is registered as an NGO under the Non-Governmental Organisation Registration Statue of 2012. DCA is one of the major Danish humanitarian non-governmental organisations (NGOs). It is an independent non-profit organization, whose activities are funded by private donations, and funds from the Danish Government and other bilateral donors.