

Accountant (Job Advertisement)

Accountant (1 Open position)

Closing date: 3rd May 2024

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **Accountant is based in Mae Sot office** under the supervision of the **Thailand Finance Sr. Officer (Affiliate of the MYTH Programme), based in Mae Sot.**

HI is engaged in an employment policy in favour of employees with disabilities.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict, and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, acting and bearing witness to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide, for the benefit of several million people.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and Explosive Ordnance Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website: <https://hi.org/en/index> and the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWl6T3AY&t=127s>

WORKING ENVIRONMENT

HI Thailand has three main pillars of intervention within the Myanmar/Thailand Program:

- Armed Violence Reduction (AVR) including Explosive Ordnance/Mine Risk Education,
- Inclusion of persons with disabilities with Disability Social Inclusion (DSI), with a MHPSS component,
- Health with project covering physical and functional rehabilitation.

OBJECTIVES OF THE POST

The accountants are:

1. Responsible for regularly keeping the accounts, closing the accounts, monitoring payable and receivable accounts, identifying fixed assets, archiving supporting documents, and compliance with the organization's standards and the country's regulatory framework.
2. Responsible for the regular bookkeeping of one or more cash boxes, keeping the advances ledger, checking supporting documents, preparing payments, and compliance with the organization's standards and the country's regulatory framework.

JOB DESCRIPTION

Mission/ Responsibilities

Mission 1: Strategy and steering

- Monitors and reports to his or her line manager and functional manager on the accounting risks of which he or she is aware and contributes towards their mitigation.
- Monitors and reports to his or her line manager and functional manager on the cash-related risks of which he or is aware and contributes towards their mitigation.
- Helps to identify accounting and legal risks for HI within his or her area of responsibility.
- Participates in the strengthening of partners, skills in the financial field.

Mission 2: Standards and expertise

- Deploys all of HI's financial policies, processes, and tools within his or her area of responsibility.
- Deploys all of HI's cash-flow management policies, processes, and tools within his or her area of responsibility.
- Ensures that HI's legal obligations are met and produces the required financial documents.
- Reports any changes in standards, case law or in the practices of other stakeholders in the financial field of which he/she is aware.
- Complies with the General Data Protection Regulation (GDPR).
- Implements and complies with procedure for archiving financial documents and publishes and updates financial documents in the dedicated workspaces.
- Contributes to internal control within his or her area of responsibility and applies identified corrective actions.

Mission 3: Operational implementation

Responsibility 1: Makes payments and pays advances

- Pays in and disburses money from the cash boxes for which he or she is responsible and records the movements in a cash ledger.
- Pays advances, records them in an advance ledger, and clears them.
- Regularly checks the cashbox balances against the cash ledger and the advances ledger.
- Monitors the availability of cash in the cash boxes and alerts the Treasurer if there is a risk of shortage.
- Prepares cheques and bank transfer orders, submits them to the bank signatories, and keeps a copy.
- Monitors the number of checkbooks available and orders new ones as necessary.
- Adheres to security and safekeeping procedures and alerts his or her supervisor in the event of an incident.
- Carries out cash inventories and informs the accountant of any outstanding advances at the closing of accounts.

Responsibility 2: Ensures the quality and availability of supporting documents and Archiving accounting documents

- Checks the admissibility of the supporting documents concerning HI and country rules and transmits these supporting documents to the accountant for recording in the accounting information System (IS) and archiving.
- Monitors advances and their supporting documents.

- Prepares any supporting documents asked for by internal or external auditors.
- Produces the accounting documents slip.
- Ensures the legibility and regular scanning of supporting documents
- Monthly, archives scanned documents on a server and paper documents in a location guaranteeing their physical integrity.
- Sends supporting documents (paper or digital format) to their final storage locations.

Responsibility 3: Regular keeping of the accounts.

- Daily makes entries in the accounting Information System (IS) (and in the country IS if necessary), ensuring that the descriptions of the entries are accurate and consistent with accounting allocations and that all the required fields are completed, in keeping with HI's chart of accounts (and the country chart of accounts if necessary).
- Take delivery of supporting documents and translates the essential elements into one of HI's working languages (French or English).
- May be required to temporarily replace a member of the accounting team.
- Formalizes requests to create or close accounts journals in the accounting IS.
- Prepares all the documents for the monthly and annual closing of accounts.
- Creates Immo (fixed assets) sheets in the accounting IS and sends the fixed assets' identification number to Logistics for recording in the Equipment Monitoring Chart.
- Applies for exemption from Value Added Tax (VAT) and prepares the declarations.
- Prepares any supporting documents asked for by internal or external auditors.

Mission 4: Profession facilitation

- Contributes towards the facilitation of the profession's development in his or her area of responsibility.

Mission 5: Emergency Preparedness and Response

- contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Duty Station	: Mae Sot
Line Manager of the position holder	: Thailand Finance Sr. Officer (Affiliate of the MYTH Programme)
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

Qualification Required

Academic Qualification

- Thai national with Bachelor's degree in Finance and Accounting and knowledge of finance and accounting rules and regulations.

Experience

- At least 2 years' work experience as Finance and Accounting.
- At least 2 years' experience in an international INGO/NGOs.

Language skills

- Fluency in English writing and speaking and Thai language is required.

JOB CONDITIONS:

Local work contract, fixed duration contract (potential to be extended)

We offer also: nice working environments such as 21 days of annual leave, 5 working days, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, 13th month bonus, seniority of 1% after the 1st year of employment and training possibilities

Start preferably: 4th June 2024 or earlier

How to apply: In the subject line of the email please write “**Accountant**”

IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

Please send all applications (cover letter, CV, copy of Thai ID card, educational certificate, training certificate) to: recruitment@thailand.hi.org

Only candidates who passed the administrative selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Humanity & Inclusion encourages qualified persons with disabilities or chronic illness and women to apply. HI is committed to protecting children and vulnerable adults from harm.

Employment is subject to HI protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Fraud and corruption and Code of Conduct. All information shared by the applicants remain confidential.

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