



Are you looking for a challenging job opportunity at a growing non-government organisation in a passionate and dedicated team? As part of our continued growth, Child's Dream in Chiang Mai, Thailand, is seeking an ambitious

## **Finance Coordinator and Office Administrator**

**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:**

### **Finance and accounting tasks**

- Handle cash in the safe and ensure its security
- Monitor expenses, maintain accurate financial records and reconcile accounts
- Maintain cash balance and withdraw cash on time
- Handle and verify cash advance requests and cash advance clearing in accordance with our travel and financial policies
- Check and process domestic payment requests
- Record various transactions in our accounting database
- Liaise with our banks
- File and manage accounting documents, ensuring they are organised and accessible
- Perform additional financial duties as required and assigned by the Head of Finance and Office Administration

### **Administration tasks**

- Manage our car pool (e.g. road tax and car insurance renewal)
- Travel management including transportation and accommodation bookings
- Help to organise and prepare team meetings and workshops
- Take out and renew group health Insurance for employees
- Take out annual or one-time travel insurance for employees travelling abroad
- Run various errands and carry out other administrative tasks as assigned by the 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, business 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

**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 apply in English with your motivational letter, resume, university transcripts and two references. Submit your application here: [>> LINK <<](#)

The application deadline is **17th February 2026**.

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