



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

Head of 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.

We are looking for a Head of Finance and Administration to oversee the financial operations and administrative functions of Child's Dream's Regional Office. This senior role provides leadership in financial management and administrative operations across multiple entities. It ensures accurate management of donor funds, effective budget allocations to country offices, and compliance with accounting and legal requirements, while overseeing shared office operations and Regional Office logistics.

Your duties and responsibilities include but are not limited to the following:

- Lead and oversee financial management for the Regional Office and associated fundraising entities, ensuring accurate accounting, reporting, and compliance across multiple entities
- Ensure timely and accurate recording of all donations and financial transactions, including effective management of in-kind contributions
- Oversee and control all outgoing payments, including supplier and service provider payments, payroll and statutory payments, employee reimbursements and cash advances, and inter-entity fund transfers
- Preparation of the Regional Office's administrative budget and shared operational budgets for jointly used office functions, in coordination with relevant stakeholders
- Manage assigned department budget lines
- Coordination of internal and external audits
- Manage shared office operations and Regional Office administration, including site management, logistics, procurement, and events
- Ensure legal, statutory, and labour law compliance for the Regional Office, including government reporting, payroll and tax filings.
- Support biannual government reporting and Regional Office registration

We are looking for a person with:

Education and work experience

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field
- At least 10 years of progressive experience in finance and administration, preferably in an NGO environment
- Experience overseeing and coordinating administrative logistics (e.g. travel, accommodation, workshops)
- Minimum 5 years in a leadership position

Soft skills

- Outstanding cross-cultural verbal and written communication skills
- Ability to build and maintain effective networking and collaboration with colleagues across different departments
- Positive attitude, open-minded, approachable, and a drive for constant development
- High level of integrity and commitment to transparency, accountability, and the organisation's values, policies, and procedures

Hard skills

- Proficiency in accounting software (e.g., QuickBooks, SunSystems, Sage, or similar)
- Understanding of Thailand Labour Law and statutory requirements
- Knowledge of SVS tax programme for personal income tax and Social Security filings

Language skills

- Excellent command of English (written and spoken) is essential.
- Native-level Thai proficiency required

What we offer:

- Purpose-driven work with long-term impact
- A full-time position based in our head office in Chiang Mai, Thailand, with an unlimited contract
- A diverse and multicultural working environment with colleagues from more than 10 nationalities
- A working culture based on trust, constant exchange, lean hierarchy as well as learning and development
- A salary based on relevant work experience, skills and knowledge, plus additional 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.

Submit your application here: [LINK](#)

The application deadline is **19th 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.