

**Position Title: Assistant Finance Officer**

Status: Full-time Consultant with potential for Full-time Employee in six months

Location: Must be a Citizen and Resident of Thailand

Classification: Exempt (Not Eligible for Overtime Pay)

Salary: Competitive compensation (determined by experience and qualifications)

Job Summary: The Assistant Finance Officer is responsible for assisting with maintaining and improving financial and administrative systems and procedures to ensure the efficient operation of the Landesa Thailand Office. The incumbent will assist with the day-to-day financial and administrative resources of the office, account processing and information gathering, billing and cash receipts, budget maintenance, and grants and contract management/reporting, and reconciliation for bank accounts, petty cash, and staff advances. This is a consultant position with possibility to become a Full-time employee in six months.

**JOB DUTIES:**

- Ensure Landesa Thailand's financial and administrative operations comply with the Government of Thailand regulations and other relevant policies.
- Review, submit and post documents into the accounting system.
- Assist staff in preparing budgets (yearly, quarterly, activity office administration), and prepare fund requests.
- Assist with the management of Landesa Thailand expense reporting and prepare monthly financial documents; balance sheet, statement of revenues and expenses, bank reconciliations, and other reports as required.
- Maintain expense vouchers and other financial documents per relevant policy.
- Assist with the preparation of monthly bank reconciliation and conduct cash count by the last day of every month.
- Review Landesa Thailand's staff expense and reimbursement requests and supporting documents for accuracy and compliance to relevant guidelines.
- Assist with communicating Landesa Thailand's financial policy to staff.
- Maintain and monitor financial policies and procedures and provide recommendations for improvement and efficiency.
- Assist with invoice management and other payment processing (for staff, consultants, partners, and vendors).
- Monthly reporting, tracking, and monitoring of burn rates.
- Assist with the drafting of regular Foreign Private Organization (FPO) financial reports to submit to Ministry of Labour.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- Abide by and perform to the best of his/her abilities all functions, duties, and responsibilities to be assigned by the organization in due course.
- Comply with the orders and instructions given by the organization through its authorized representatives.
- Shall not disclose any confidential information in respect of the affairs of the organization to any unauthorized person.
- Perform any other administrative or non-administrative duties as assigned by any representative of the organization from time to time either through direct written order or by oral assignment.

## **ABOUT THE SUCCESSFUL CANDIDATE**

The following experience and qualities will support success as a candidate:

- Must possess at least a bachelor's degree in accounting or finance, additional relevant financial diplomas are an advantage.
- Knowledge of and experience working in Accrual Basis GAAP accounting
- Minimum of 2 years' experience in a similar position in a donor funded organization.
- Fluency in Thai and English. Burmese would be considered an advantage.
- Experience in US Government rules and regulations would be considered an advantage
- Self-starter and proactive, with the ability to drive toward results, ideally with the critical perspective to identify and resolve operational needs and gaps.
- Strong analytical, priority setting, and timely decision-making skills and experience.
- Demonstrated organizational savvy to know-how NGOs work and how to get things done, combined with strong interpersonal and influencing skills.
- Demonstrated ability to successfully work with teams operating at a distance, both remotely and internationally.
- Excellent written and oral presentation skills.
- Ability to work under tight deadlines; thrives in a fast-paced environment.
- Positive attitude, high integrity, and behavior that aligns with program values.

## **REPORTING AND RELATIONSHIPS**

The Assistant Finance Officer reports to the Thailand Senior Finance and Admin Officer and works closely with the Landesa's Global Finance Controller to ensure financial and accounting standards compliance.

## **AVAILABILITY**

The Finance Officer is expected to work a standard workweek of 40 hours, plus additional hours as necessary to complete the work.

## **ADDITIONAL COMMENTS:**

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodation may be provided in appropriate circumstances to enable qualified individuals with disabilities to perform this job's essential functions.