



เจ้าหน้าที่การเงินและธุรการ

บริษัท บริดจ์ คาร์บอน (ไทยแลนด์) จำกัด

(ประจำสำนักงาน กรุงเทพมหานคร ประเทศไทย)

Finance and Administration Officer

Bangkok, Thailand (Hybrid) for THAI Nationality

Bridge Carbon is a London-based carbon project developer committed to building a world-class carbon finance organization that defines the standards for quality, integrity, and transparency across the voluntary carbon markets. The Company utilizes best-in-class carbon methodologies, as well as third-party digital monitoring, reporting, and verification (dMRV) processes to ensure that every ton of carbon credits created can be traced directly to reductions achieved by the Company's carbon removal activities.

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The Role: We are seeking a financial and administrative officer to manage the financial accounts and activities for our Thailand office and operations. This includes running day to day finance tasks in line with legal requirements as well as monthly budgeting, forecasting and financial reporting.

Key responsibilities include:

- Ensure that the finance and administration unit comply with the laid down policies, procedures, and regulations.
- Ensure that all operational services are audited for their efficiency and effectiveness on a regular basis, and that suitable risk management arrangements are established.
- Co-ordinate the annual audit and follow-up on recommendations and action points raised by auditors.
- Organize the preparation, approval, and execution of budget and ensure adequate budgetary control practices.
- Prepare and submit monthly financial reports.
- Develop and maintain sound reporting systems to facilitate effective financial management and strong internal control mechanisms.
- Ensure an effective internal control system is maintained and adheres to statutory and fiscal requirements.

- Uphold compliance with accounting principles, regulations, and internal policies. Reviewing policies and procedures to ensure compliance to avoid and prevent fraud.
- Record, analyze and report project accounts accurately in accordance with rules and procedures.
- Analyze financial and operating data to prepare management reports, periodic and annual financial statements of project accounts.
- Carry out day-to-day operations of the project designated accounts, foreign exchange accounts, and local currency bank accounts, adhering to the procedures of the respective investors for each project account.
- Ensure that the project operations are carried out in accordance with sound financial management and reporting standards.
- Liaise with departmental heads in the preparation of the Annual Plan and Budget (APB)
- Undertake procurements and develop a list of approved suppliers for the office.
- Timely approve and pay requests for cash and cheque payments which meet the criteria for the same ensuring that all expenses are accurately coded and recorded.
- Ensure that there is an adequate and conducive office environment for all staff (furniture, security and safety, equipment and supplies).
- Ensure the safe custody and security of all organizations' assets including vital records.
- Assist with coordinating logistics for trainings and meetings.
- Maintaining and updating employee databases.
- Any other duty as may be assigned.

Qualifications or specialized knowledge/experience required:

- Qualified accountant preferred.
- Minimum of 3 years of relevant experience working in finance and administration.
- Minimum of university level degree in relevant field.
- Solid problem-solving and decision-making abilities.
- Solid knowledge and experience in financial accounting and administration processes.
- Advanced cultural competency skills and the ability to collaborate with people of varying backgrounds and identities, across departments and externally.
- Experience working in an international company with global operations preferred.

Core Competencies:

- Excellent communication and interpersonal skills.
- Demonstrates consistent high integrity and transparency.
- Business judgement – understands when to engage others or lead and decide.
- Action based – high degree of awareness of impact and accountability.
- Time management – allocates time and resources efficiently and effectively.
- Drives sustainability and excellence in all areas of work.

Location: **Thailand**

Supervision: the position will report to Finance Director, Global Operations with a dotted line to the Country Director.

ผู้สนใจกรุณาส่งจดหมายสมัครงานและประวัติย่อมาที่ ngamnet.aektasaeng@bridgecarbon.com

ภายในวันที่ 15 พฤษภาคม พ.ศ. 2568

บริษัทขอสงวนสิทธิ์ติดต่อกับเฉพาะผู้สมัครที่ผ่านการพิจารณาในเบื้องต้นเพื่อทำการนัดสัมภาษณ์ต่อไป