



Thailand Charitable Organization Registration #350 under the Ministry of Finance

## MANAGER, FINANCE AND ACCOUNTING

### ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

### OUR VALUES

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| <b>Partnership</b> | We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.   |
| <b>Inspiration</b> | We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.  |
| <b>Leadership</b>  | We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.      |
| <b>Integrity</b>   | We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do. |
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### WHO ARE WE

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future.

### ROLE DESCRIPTION

Kenan is seeking a **Manager, Finance and Accounting** to oversee the organization's accounting and financial functions. The role is responsible for budgeting, forecasting, cash flow management, and financial reporting. This role is central in ensuring transparent financial stewardship, strong internal controls, and compliance with both local regulations and donor requirements, while also managing and supervising the Finance and Accounting team. This position is based in Bangkok, Thailand and reports directly to the Executive Director.

### KEY RESPONSIBILITIES

Reporting to the Executive Director, the Manager, Finance and Accounting will:

#### 1. Finance and Accounting Operations and Management

- Oversee day-to-day finance and accounting operations to ensure all transactions are accurate, properly recorded, and compliant with relevant regulations and generally accepted accounting standards.

- Ensure timely and accurate submission of reports to government agencies and to donors as required.
- Prepare, review, and present monthly financial statements, project-level and organizational budget-to-actual reports, forecasts, and other financial documents for management and stakeholders.
- Review and analyze the organization's revenues, expenses, working capital, and other key financial indicators; advise management on current and potential future financial impacts.
- Coordinate and support the work of external stakeholders such as auditors, government agencies, donors, and the endowment fund manager.

## 2. Budgeting and Cash Flow Management

- Manage cash flow to ensure sufficiency for operations, including monitoring revenue collection and controlling disbursements.
- Lead the annual budgeting process and conduct rolling forecasts to support strategic planning.
- Conduct financial forecasting and risk analysis to anticipate challenges and advise on mitigation strategies.

## 3. Strategy and Policies Development, and Internal Controls

- Develop and update finance and accounting strategies, policies, and protocols to align with organizational goals.
- Implement and maintain internal controls and processes to safeguard assets and strengthen organizational efficiency.

## 4. Team Leadership and Organizational Support

- Supervise, mentor, and build the capacity of Finance and Accounting team members.
- Promote collaboration and knowledge-sharing across teams to support organizational effectiveness.

## QUALIFICATIONS

- Bachelor Degree in Accounting or Finance.
- At least 10 years relevant experience and 5 years in managerial level in multinational organization with demonstrate a strong knowledge of accounting operational and financial processes as well as strategic analysis
- CPA certification is an advantage.
- Experience in the non-profit/NGO sector and familiarity with donor-funded projects strongly preferred.
- Excellent Microsoft Excel skills and highly skilled in dealing with financial and numeric data

## PREFERRED SKILLS AND ABILITIES

- Strong knowledge of Thai accounting standards, tax laws, and financial regulations
- Proven ability to prepare, analyze, and present financial reports for diverse stakeholders (management, donors, and government agencies).
- Skilled in budgeting, forecasting, cash flow management, and financial risk analysis.
- Ability to interpret donor compliance requirements and translate them into financial management practices.
- Proficiency with accounting software and Microsoft Office applications, especially Excel.

- Strong leadership and people management skills, with experience in coaching and developing teams.
- Excellent organizational and problem-solving abilities with high attention to detail.
- Effective communication skills in both Thai and English, written and verbal.
- Ability to work collaboratively across functions and build productive relationships with external partners (auditors, donors, regulators).
- High integrity, accountability, and commitment to the mission and values of Kenan Foundation Asia.

## APPLICATION PROCESS

Interested applicants are invited to submit a full CV/resume detailing qualifications and experience, along with copies of relevant educational certificates directly to [Recruitment@kenan-asia.org](mailto:Recruitment@kenan-asia.org)

Please note that only shortlisted candidates will be contacted.

*Kenan Foundation Asia is committed to a safe, inclusive, and respectful workplace. All employment decisions are based on the qualifications and competence of the applicants. As an employer, Kenan Foundation Asia is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. As part of our commitment to integrity and accountability, all selected candidates will undergo rigorous reference and background checks.*

For more information, please contact [Recruitment@kenan-asia.org](mailto:Recruitment@kenan-asia.org) or call (+66) 2-260-0380.