

Job Description

Job Title: Administration and Finance Officer
Location: Chiang Rai, Thailand
Duration: Two-year, renewable
Reports to: Foundation Director

Purpose of the Position:

The Admin and Finance Officer is responsible for the effective management of accounting, financial operations, and administrative tasks to ensure the smooth functioning of the Foundation's activities. The position supports the Director, Project Manager, and program teams in financial planning, reporting, and compliance while maintaining robust administrative and HR systems.

Key Responsibilities:

- Budget Support: Participates in the yearly financial planning in the Foundation operation; supports the program team in preparation of proposal and operational budgets and translation of the program activities into figures
- Support the Director and Project Manager in preparing and communicating budget plans to program staff and donors.
- On a quarterly basis, calculates variances with Director and Project staff; ensures respective Project Coordinator and Director understand variance implications and how to respond to and manage them effectively
- Prepare and submit donor financial reports.
- Tracks incoming transfers and reports any delays or discrepancies to the Director and Project Manager immediately

Accounting:

- Maintain accurate and complete accounting processes, ensuring compliance with financial and procurement regulations.
- Record and post transactions in QuickBooks.
- Manage petty cash, including maintaining a cash box, cash register, and reconciliation of accounts.
- Monitor and ensure the timely clearance of staff advances.
- Process and verify payment transactions.
- Ensure compliance with tax regulations and social security requirements, including timely submissions to the Revenue Department and compliance with withholding tax regulations for suppliers.
- Provide financial information and documentation for Thai authorities as required for the organisation.
- Verify procurement processes and ensure proper documentation for contracts.
- Coordinate banking transactions and manage signature collection.
- Monitor incoming payments and process receipts.
- Review staff and partner expense reports for accuracy and compliance with financial procedures; follow up on outstanding advances.
- Maintain a complete record of fixed assets and inventory.

- Prepare annual financial statements. Support the facilitation of annual financial audits and donor project audits, ensuring all supporting documents are available and responding to auditor requests.
- Coordination with staff of ECPAT International on financial matters including the closing of annual financial statement.
- Maintenance of proper systems of documentation and filing for the financial transactions

Administrative and HR Support:

- Prepare payroll and monthly salary notes for all staff
- Administer Human Resources records, including employment contract, maintaining leave and attendance files.
- Stay updated on changes in tax and related laws in Thailand to ensure compliance with government statutory regulations.
- Brief and update staff on finance procedures and processes,
- Ensure staff are aware of financial accountability policies and provide feedback on financial
- Perform other administrative tasks as assigned by the supervisor.

Qualifications:

- Bachelor's or Master's degree in accounting
- Minimum of [3-5 years] experience in accounting, financial management, and administration, preferably in an NGO setting.
- Proficiency in QuickBooks and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong understanding of Thai tax laws, social security regulations, and procurement processes.
- Excellent communication skills in both Thai and English.
- Strong analytical, organizational, and time-management skills.
- Ability to work independently and collaboratively in a team