



Regional Integrated Multi-Hazard Early Warning System

Program Unit/ Early Warning Facility

2 nd Fl. Outreach Bldg., AIT Campus, Klong Nung, Klong Luang, Pathumthani 12120, Thailand
(t) +66 2516 0120 (f) +66 2516 5762 (e) rimes@rimes.int (w) <http://www.rimes.int>

Job Posting

Issue date: 22 April 2024

Position Title: Cashier Officer

Open Period: 22 April 2024 - 21 May 2024

Background: The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution, owned and managed by its Member States, for the generation and application of early warning information. RIMES evolved from the efforts of countries in Africa and Asia, in the aftermath of the 2004 Indian Ocean tsunami, to establish a regional early warning system within a multi-hazard framework for the generation and communication of early warning information, and capacity building for preparedness and response to trans-boundary hazards. RIMES was established on 30 April 2009, and was registered with the United Nations on 1 July 2009. RIMES operates from its regional early warning center located at the campus of the Asian Institute of Technology in Pathumthani.

Position Description: Reporting to the Finance and Account Manager, the Cashier Officer is responsible for performing a variety of cashiering and financial management functions. The Cashier Officer has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of funds. The Cashier officer deals directly with local banks, vendors, RIMES staff, contractors.

The Cashier Officer makes payments to vendors, staff via cash and e-banking payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier Officer is also responsible for a variety of additional financial and administrative tasks as assigned by the Finance and Account Manager.

Contract Type: Full-Time Contract

Duty station: Regional Integrated Multi-Hazard Early Warning System AIT Campus, 58 Moo 9 Paholyothin Rd., Klong 1, Klong Luang, Pathumthani 12120 Thailand.

Minimum Qualifications:

Education and Experience:

- Completion of a bachelor's degree or above in accounting, finance, business administration, or a related field.
- At least 1-3 years of experience in financial management, accounting, or cashiering, preferably in reputable audit firms, international organizations, or donor organizations.
- Experience in data analysis and preparing management reports.
- Experience in accounting software and financial management systems.
- Professional relevant certification or additional training in accounting or financial management is desirable.

Qualifications and Technical Skill

- Strong analytical skills and attention to detail for accurately managing financial records and transactions.
- Knowledge of budgeting, financial reporting, and compliance with donor regulations.
- Knowledge of accounting principles, procedures, and standards.



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- Ability to apply conceptual, analytical, and evaluative skills in accounting operations.
- Ability to prepare and maintain the full set of accounts.
- Proficient in communication and interpersonal skills, while needing to work closely with colleagues, donors, and external stakeholders.
- Fluency in oral and written English and Thai
- Proficient in Microsoft Office skills, including Word, Excel, Outlook, and PowerPoint.

Desirable

- Knowledge of international donor agency requirements and regulations

Personal Qualities

- High level attention to detail and accuracy
- Ability to follow through on tasks
- Flexible, creative, responsive, able to take initiative, open to learning
- Ability to organize and prioritize a large and diverse workload.
- Reliable
- Able to work within systems and procedures, work effectively in a small team environment involving the sharing of information and at times sharing workloads
- Able to analyze and integrate potentially conflicting numerical, verbal, and other data from a number of sources
- Excellent cross-cultural communication skills
- Willing to demonstrate, apply and share expert technical knowledge across the organization
- Able to work independently and multi-task and meet deadlines.

Major Duties and Responsibilities:

- Prepare checks or wire transfer payments based on fully approved documents and present them to final authorizers.
- Ensure cash is well managed including petty cash replenishments, cash counts and safety guidelines adhered to.
- Perform accurate weekly and end month cash counts and reconciliations for RIMES cash transactions.
- Ensuring that all supplier payments have receipts acknowledging payment attached to them in a timely manner.
- Ensure that compliance to the Approval levels of all supporting documents (quotation analysis, POs, PRs, Request for Payment) before proceeding to make a payment. Managing bank relations and ensuring any changes are updated in a timely manner for smooth running of the finance function.
- Compile copies of vouchers and other supporting documentation as may be required for Audit.
- Refiling documentation after Audits
- Preparation and submission of VAT and Withholding Tax reports and filling if any.
- File all cash and bank vouchers and maintain systematic voucher filing system, well labelled such that files are clearly identifiable.
- Maintaining an updated advance register for RIMES and ensuring that staff advances are cleared within the limits of advance policy.
- Offer prompt support and backstopping to field finance, other finance assistants whenever required.
- Support new Finance Team members settle in by providing necessary logistics for their work.
- Manage the petty cash float, cash advances – issuing and monitoring.
- Monitor receipt quality, cash & cheque donations, and issue receipts.



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- Reports to the Finance and Account Manager weekly on the status of outstanding advances.
- Monitors and anticipates cash flow expenditures to maintain sufficient cash for RIMES operations while remaining below authorized accountability levels. Prepares semi-annual reports for Head-Operation Support Department
- Serves as the primary point of contact with local bank officials on matters pertaining to RIMES banking operations. Contacts the bank on a regular basis to inquire on replenishment and withdraws funds from the bank account immediately upon being notified of replenishment funds to maintain enough cash to manage operations while minimizing the actual cash kept on hand.
- Coordinates with Finance and Account Manager on all issues related to RIMES finances.
- Enters all cash transactions into the account on a real-time basis, coding all payments and collections according to Finance and Account Manual
- Maintains all records of and ensures the safekeeping of all accountable forms, including collections forms, cashier reimbursement vouchers and/or accountability report forms, and deposit slips.
- Monitors the Outstanding Staff Advances Report on a weekly basis.
- Tracks and validates the exchange rates of each transaction.
- Any other tasks that may be assigned by the supervisor.

Reporting

The Cashier Officer will report to the Finance and Account Manager.

Probationary period: 180 Days.

How to Apply: Interested candidates should send your application letter, resume, salary expectation and 2 references in PDF format to rimeshra@rimes.int by midnight of **21 May 2024**, Bangkok time. Please state "**Cashier Officer: Your Name**" the Subject line of the email. **Only short-listed applicants will be contacted.**

Ms. Dusadee Padungkul
Head-Operational Support
Regional Integrated Multi-Hazard Early Warning System
AIT Campus, 58 Moo 9 Paholyothin Rd., Klong 1,
Klong Luang, Pathumthani 12120 Thailand.

RIMES promotes diversity and inclusion in the workplace. Well-qualified applicants particularly women are encouraged to apply.