



**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: 2 April 2024

Position Title: Finance and Account Associate

Open Period : 2 April 2024 - 1 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 Finance & Accounting Associate is responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments and other financial activities. S/He conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget and the RIMES Financial Rules.

Contract Type: Full-Time Contract

Minimum Qualifications:

Education and Experience:

- Completion of bachelor's degree in Accounting or Finance with minimum of 3 of progressively responsible professional experience in accounting, finance, budget.
- Postgraduate degree in Accounting or Finance with minimum of 2 years of progressively responsible professional experience in accounting, finance, budget.
- Professional certification in Accounting or Finance is desirable.
- Experience in analyzing data and preparing management reports
- Work experience from reputable audit firms, international organizations, or donor organizations

Qualifications and Technical Skill

- Knowledge of accounting principles, procedures and standards.
- Ability to apply conceptual, analytical, and evaluative skills in accounting operations.
- Ability to prepare and maintain the full set of accounts
- Knowledge and hands on experience with Infor SunSystems or other Accounting Software (for non-profit)
- Fluency in oral and written English and Thai
- Proficient in Microsoft Excel

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
- 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
- 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:

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations
- Oversee the validation of transactions and verification of their overall impact on the general accounts
- Review financial paperwork and procedures, provide recommendations, and make necessary changes
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payments vouchers
- Examine vouchers and supporting documents for all payment requests, cash advances and liquidation and process payments
- Prepare invoice to the projects for services and cost share
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues Review income transactions and follow up outstanding payments
- Assist the Finance Officer to prepare financial reports for the project donor, funding agencies and authorities
- Coordinates monthly meetings with each of the project teams to discuss expenditure targets and projections on a regular basis
- Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents
- Perform other duties as assigned by the Finance and Account Manager

Reporting

The Finance and Account Associate will report to Finance and Account Manager

Contract Duration

The contract will initially be for one year and will be extended upon satisfactory completion of 180 days probationary term and each annual performance review.

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 **1 May 2024**, Bangkok time. Please state ***“Finance and Account Associate: 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.