



Mekong Institute Vacancy Announcement

Department	Finance and Operations Department
Title	Finance Manager
Report to	Director of Finance and Operation
Duty Station	Mekong Institute, Khon Kaen, Thailand

About Mekong Institute

The Mekong Institute (MI) is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS). Founded and represented by Cambodia, China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI's strategies are aligned with the core tenets of the 2030 Agenda for Sustainable Development, the ASEAN Community Building, the GMS Cooperation Program Strategic Framework 2030, and other relevant international, regional and subregional cooperation mechanisms.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization, Trade and Investment Facilitation, and Sustainable Energy and Environment while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

About the Role of Finance and Operations Department (Finance Unit)

MI's Finance and Operations Department offers four core services: finance, administration, procurement, and human resources (HR) management, plus the provision of IT services.

Within this department, the Finance Unit plays a crucial role in managing and reporting MI's financial resources and expenditures. It ensures that all accounting procedures are accurate, timely, and compliant with international standards as well as donor requirements. Additionally, the Finance Unit supports the Executive Director (ED) and program departments by developing budget proposal templates, monitoring expenditures against the budget, and preparing quarterly cash forecasts. The unit also focuses on minimizing unnecessary expenses and analyzing staff costs in relation to project budgets before approving new staff recruitment. This comprehensive approach helps maintain the organization's financial health throughout the year.

Position description

Reporting to the Director of Finance and Operations, the Finance Manager oversees all financial transactions and activities at MI. This role enforces compliance with MI policies, local and international accounting standards, and donor requirements. The Finance Manager coordinates closely with all departments and units on financial matters while leading the Finance Unit to ensure the accurate and timely completion of all necessary accounting tasks.

Key deliverables

- Timely and accurate financial services provided to meet all internal and external requirements.
- Efficient processing of routine transactions through effective oversight of the Finance and Accounts unit.
- Comprehensive financial management information delivered to senior management, based on key financial indicators.
- High compliance with GAAP and international standards through systematic recording and reporting of financial transactions.
- Collaboration with the external audit firm to ensure the annual audit report is submitted to MI Management on schedule and with integrity.
- Accurate and timely data collection from units/departments during the annual budget process, facilitating informed decision-making by the Senior Management Team through the Finance and Operations Director.

Main responsibilities and tasks

- **Team Leadership and Collaboration:**
 - ✓ Supervise finance team members, providing coaching (staff semi-annual and annual performance) and professional development opportunities.
 - ✓ Collaborate with program and operations teams to align financial strategies with organizational goals.
 - ✓ Serve as the primary liaison with external auditors, financial institutions, and stakeholders.
- **Financial Planning and Budgeting**
 - ✓ Develop and oversee MI's annual and revised budget, effectively allocating financial resources.
 - ✓ Support and prepare the budget proposal for units/departments as required.
 - ✓ Provide the instruction and budget template for the annual and revised annual budgets.
 - ✓ Prepare financial forecasts and scenario planning to inform strategic decisions.
- **Financial Reporting**
 - ✓ Prepare and submit monthly accurate financial reports: Prepare accurate financial statements (Statement of Financial Position, Comprehensive Income Statements) and reports for Government Board meetings, funders, and stakeholders.
 - ✓ Ensure monthly Fund, Bank, and Financial Position Accounts Reconciliation is timely and accurate.
 - ✓ Ensure that the project's financial reports are shared with the program departments/units quarterly.
 - ✓ Ensure and monitor the aging report with all accounts of the statement of financial position. Providing recommendations and suggestions to the Director of finance and operations for future action to ED/SMT.
- **Cash and Bank Management**
 - ✓ Monitor and manage cash flow in both Thai bath and US Dollars to ensure the organization can meet its operational needs.
 - ✓ Follow up the fund transfer from donors in accordance with the agreements.
 - ✓ Update and seek the Director of Finance and Operations and ED support and advice if there is uncertainty in the cash flow.
 - ✓ Review and verify monthly physical cash count report.

- **Compliance with MI Operations Manual and Development Partners' rules and regulations**
 - ✓ Keep up to date about and ensure compliance with MI rules and regulations, donor regulations, and other relevant information about financial matters.
 - ✓ Review and timely provide the policy recommendation to ensure the policy is up to date and aligned with international account standard.

- **Grants Management and Compliance**
 - ✓ Oversee the tracking and reporting of grant funds to ensure compliance with donor agreements and funder requirements.
 - ✓ Review and provide feedback on the grant agreement and contract.
 - ✓ Complete and provide the information on time and correctness regarding the Due Diligence Assessment per the donors' request and requirement.
 - ✓ Monitor grant budgets and expenditures, ensuring compliance with donor terms.
 - ✓ Review the financial report before submitting it to donors accurately and on time.

- **Fixed Asset and Inventory Control**
 - ✓ Ensure that printing and sending the monthly fixed asset and inventory lists to the General Service Unit for updating and recording in the inventory
 - ✓ Join and conduct the inventory physical count for 2 times a year per policy.
 - ✓ Keep and monitor the donors' asset list if specific donors are required.
 - ✓ Be proactive in advising the General Service Unit for write-off

- **Preparation for Financial Year-End Closing**
 - ✓ Ensure all financial transactions are recorded and finalized by ended January of the following year.
 - ✓ Ensure the outstanding invoices, receipts, and expense claims to the Departments/units promptly.
 - ✓ Complete reconciliations of all accounts, including bank, receivables, and payables, by mid-January of the following year.
 - ✓ Notify any discrepancies immediately for resolution.
 - ✓ Submit necessary journal entries, including accruals, deferrals, and adjustments.

- **Internal Controls and Risk Management**
 - ✓ Develop and enforce internal financial controls to safeguard organizational assets.
 - ✓ Assess financial risks and implement mitigation strategies.
 - ✓ Ensure compliance with relevant laws in Thailand, including tax regulations and payroll obligations.

- **Audit Work**
 - ✓ Coordinate with external auditors for the interim and annual audits and ensure that the audit firm produces the annual report on time.
 - ✓ Facilitate, follow up, and implement the audit findings and recommendations.
 - ✓ Coordinate with the concerned units/departments regarding the audit requirement during the interim and annual audit fieldwork. To make sure that the supporting documents and reports are ready for the auditors.

- **Other Assignments**
 - ✓ Any other reasonable task requested by ED/Senior Management through the Director of Finance and Operations.

Required Qualifications, Skills, Expertise, Experience and Competency

- ✓ Master's degree in finance, accounting, or a related field (required) or CPA certification is preferred for senior positions.
- ✓ Minimum of 5 years of relevant experience in finance, accounting, or auditing, preferably within international or intergovernmental organizations. Strong understanding of fund accounting, revenue and expense recognition, and financial management principles.
- ✓ Proficient in preparing and managing budgets, financial reports, and forecasts.
- ✓ Knowledge of risk management strategies specific to non-profit organizations.
- ✓ Experience with accounting software such as Sun-System, QuickBooks, or financial tools.
- ✓ Knowledge of non-profit tax laws, grants management, and financial compliance requirements.
- ✓ Experience in managing restricted funds, tracking grant expenditures, and ensuring compliance with grant reporting.
- ✓ Skilled in preparing and presenting clear financial reports to the board of directors and stakeholders.
- ✓ Experience in establishing and monitoring internal financial controls to safeguard assets.
- ✓ Advanced skills in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access) and familiarity with Microsoft 365, and relevant AI tools.
- ✓ Excellent written and spoken English proficiency.
- ✓ Commitment to accuracy in financial reporting and compliance.
- ✓ Ability to convey financial data clearly to non-financial managers, particularly within program departments.
- ✓ Capacity to manage multiple tasks and deadlines efficiently.
- ✓ Strong commitment to transparency and ethical financial practices.
- ✓ Ability to effectively engage with donors, government agencies, and other stakeholders.

Desirable

- Foster and promote a positive work environment throughout the organization.
- Proficiency in at least one national language of a GMS country.

Apply

If you have the skills and experience to excel in this position and are passionate about equitable and inclusive economic growth in GMS, please send your CV and cover letter to <https://forms.gle/3KNvV46Z69NQS76aA> by February 28, 2025, titled “Finance Manager”

Please note that the closing date is midnight Bangkok, Thailand time and only applications successful in progressing to the next stage will be responded to.