

Job Description “Finance Manager”

Position	Finance Manager
Location	Samut Sakhon, Thailand
Organization	Labour Rights Foundation (LRF)
Hours of Work	40 hours per week
Contract Type	Full-time, fixed term, subjected to annual renewal upon a satisfied completion of staff evaluation
Supervisor	Director
Numbers of supervised staff	Finance and administrative officer
Starting Date	As soon as possible
Deadline for application:	16 August, 2024
Remuneration Package:	
<ul style="list-style-type: none"> • Salary: 420,000 gross per annum • Social security insurance • Annual leave • Arrangement of visa and work permit 	
ABOUT THE ORGANISATION	
<p>Labour Rights Foundation, LRF is a migrant worker-led organization that protects and promotes migrant workers’ rights by empowering migrant workers to be able to organize themselves, raise their voices, and engage in a meaningful social dialogue with the government, the employer, and other stakeholders.</p> <p>Vision and Mission</p> <p>LRF intends to be a trustworthy and reliable organization that protects and promotes the rights of migrant workers, fair treatment and gender equality at the workplace by empowering workers to exercise the right to freedom of association and collective bargaining.</p> <p>LRF works to improve the working conditions and welfare of all migrant workers, and to get access to justice for those who are deprived of basic rights. LRF empowers migrant workers to protect their own rights by organising and raising their voices collectively and engaging in social dialogue with the employer and the government.</p>	
Roles and Scope of Duties of the Finance Manager	
<ol style="list-style-type: none"> 1. Support the management in the development of strategic plan, operational plan and to ensure project implementation and project progress meet the stated goals, objectives, and results. 2. Manage finance and accounting functions of all LRF office locations. Ensure smooth and transparent operation of the organization’s finance and accounting process and system. 3. Review and validate the processing of payments, including payroll, vendor payments, and program-related expenses, and ensure the proper and secure filing and archiving of all relevant documents (vouchers, invoices, contracts, procurement documents, etc). 	

4. Manage and support the annual audit e.g. confirmation of audit plan and schedule with the external auditor and documentation. Manage any other audit requirements, such as donor audits.
5. Prepare a monthly bank and cash reconciliations and reports to ensure transparent finance and accounting.
6. Ensure the internal policies and procedures are in place and are enforced. Provide orientation on the finance manual and related policies and forms to new staff members.
7. Control and monitor cash advance requests and ensure that cash advances are cleared within the required timeframe.
8. Manage the monthly budget and activity tracking development and approval process for the organization, ensuring adherence to Standard Operating Procedures (SOPs) for monthly budget planning and approval of activities.
9. Support the management and program team for the budget proposal development. Ensure that all necessary costs are included in the budget.
10. Develop budget VS actual status reports, monthly and quarterly financial progress reports, and financial reports for donors.
11. Ensure the timely and accurate submission of monthly and annual taxes and other obligations e.g. social security, personal income tax, withholding tax, audited financial statements, and other documents to the relevant government offices; and, prepare and file intermittent updates and reporting to the government as needed.
12. Ensure organizational cash-flow and smooth budget management; ensuring approved activities and ongoing office expenses are forecasted and bank balances are sufficient. Update cash flow and cash forecast monthly and/or quarterly as needed.
13. Adhere to established organization safety/security policies and procedures.
14. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy;
15. Perform other tasks assigned by the Director.

Required Qualifications

- Bachelor's degree or higher in finance, accounting or related fields of study.
- Work experience 3-5 years in finance and accounting. Work experiences in NGO sector is a good asset.
- Knowledge of computerized accounting software is a plus.
- Good communication skills in Thai and English languages (reading, speaking and writing).
- Good understanding of accounting principles and Thailand Tax Law.
- Detailed-oriented, self confidence, team work and able to work with minimum supervision.

How to apply:

We are looking forwards to hear from you! To apply, please submit your CV to hr@lrfmwsc.com along with a cover letter indicating why you are suitable for this position.



Labour Rights Foundation (LRF)
มูลนิธิเพื่อสิทธิแรงงาน (มสร.)
สำนักงานใหญ่ มูลนิธิเพื่อสิทธิแรงงาน (มสร.)



Only shortlisted candidates will be contacted. For those successful candidates, the reference checks will be performed.

All employees are expected to carry out their duties in accordance with our Code of Conduct including Human Resource and Safeguarding policies and procedures.