

## **JOB VACANCY**

**Organization:** Christian Conference of Asia

**Position:** Finance/Accountant

**Department/Division:** Finance and Accounts

**Work location:** Chiang Mai, Thailand

**Closing Date:** 15 February 2025

Christian Conference of Asia Foundation (CCA) with its headquarters at the Payap University looks for an Accountant.

### **DUTIES AND RESPONSIBILITIES:**

#### **ACCOUNTS:**

- ♣ Keep and manage petty cash and other miscellaneous funds.
- ♣ Handle internal financial matter, such as check payment vouchers, advances and monitoring advances, liquidation, payroll and other financial requests.
- ♣ Maintain book keeping for cash and bank transactions and provide balance sheet and statement of income periodically.
- ♣ Prepare tax related documents such as withholding tax, employees' personal income tax, organization's income tax, social security and to ensure statutory requirements
- ♣ Prepare periodic financial reports (Income, Expenditure and Balance Sheet) and year-end financial reports in accuracy.
- ♣ Coordinate with external auditor and compliance of audit reports
- ♣ Liaise and coordinate with banks, Government departments and other Service agencies
- ♣ Maintain accounting system whilst ensuring financial accounting procedures

#### **ADMINISTRATION:**

- ♣ Office General Administration
- ♣ Procurement, Inventory Management including safeguard of assets. Arrange health/travel insurance for staffs
- ♣ Assist for staffs accommodation in PS mansion
- ♣ Office mailing
- ♣ Coordinate and arrange visa and work permits of international staffs
- ♣ Letter/e-mail correspondence
- ♣ Human resource (annual leave, sick leave, other leave, employment contact)
- ♣ Keep and arrange all reports and files and backup.

**OTHER:**

- ♣ Performs other duties as assigned.
- ♣ Assist the General Secretary in;
  - Assist the Programme staffs in organizing consultation, workshops and travels
  - Assist monitoring project finance
  - To make travel arrangements for programme participants

**REQUIRED SKILLS AND EXPERIENNCE:**

- ♣ Bachelor Degree in Accounting.
- ♣ Fluent in written and spoken English, including accounting/business terminology.
- ♣ Knowledge of QuickBooks preferred.
- ♣ Experience in working for a non-governmental organization is desired.
- ♣ Ability to work in a multi-cultural and international staff team.

**REMUNERATION:**

- ♣ Salary is negotiable as per qualification and experiences.
- ♣ Provident fund (8% by employer)
- ♣ Health insurance
- ♣ Social security

Working time: Mon-Fri, 8:30-17:30

**Starting Date:** 1 February 2025

**HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and a covering letter to: [gsfin@cca.org.hk](mailto:gsfin@cca.org.hk), [fon@cca.org.hk](mailto:fon@cca.org.hk) with email subject: 'Application for Accountant' and your name. Please indicate your salary expectations in the covering letter.

For more information about CCA, please visit: <http://cca.org.hk>

**CONTACT:** Mrs. Nathi Schumann and Ms. Pakakrong Srikhamfan

**TELEPHONE:** 053-243906