



SHAPE-SEA

Open for applications for Project Staff

Role: Senior Finance and Accounting Officer (Full-time, for Thai nationals only)

Report to: Operation Director

Term of Employment: This position is for an initial period from July 2026 to June 2027, after which the position will be evaluated based on the project requirement.

JOB RESPONSIBILITIES

- ◆ Manage core accounting functions including reconciliations, accounting entries, and financial closings
- ◆ Prepare and analyze financial reports for management decision-making
- ◆ Oversee transaction validation and develop effective accounting systems
- ◆ Monitor project budgets and verify payment documentation
- ◆ Process payments and manage banking transactions
- ◆ Ensure timely monthly and year-end account closures
- ◆ Manage accounts receivable/payable and resolve financial discrepancies
- ◆ Prepare and coordinate financial audits
- ◆ Process payroll and maintain proper financial documentation
- ◆ Report financial status to the Executive Director
- ◆ Identify process improvements for financial systems and procedures
- ◆ Perform other finance-related duties as assigned by the Executive Director and Direct Supervisor

QUALIFICATIONS

- ◆ Completion of Bachelor Degree in Accounting or Finance with minimum of 5 years' relevant work experience
- ◆ Postgraduate degree in Accounting or Finance or 2 years of relevant work experience
- ◆ Work experience from reputable audit firms, international organizations or donor organizations is desirable
- ◆ Ability to prepare and maintain the full set of accounts
- ◆ Knowledge and hands on experience with Accounting Software (for non-profit)
- ◆ Strong competency in oral and written English and Thai



- ◆ Proficient in Microsoft Excel

REMUNERATION

A lump sum monthly salary in the range of 45,000 – 58,000 THB will be provided commensurate with the qualification and experience.

Only shortlisted candidates will be contacted!

For more details, apply through: <https://shapesea.com/our-programmes/job-opportunities/>

Deadline of application: ***May 15, 2025***