



"Feed the world. Sustainably."

Sustainable Rice Platform

Position: Finance Manager

Full-Time Based in Bangkok, Thailand

About the Organization

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from the public, private, research, civil society, and the financial sector. SRP is registered as a not-for-profit member association working to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

SRP works together with its members and partners to transform the global rice sector. SRP promotes resource-use efficiency and climate change resilience in rice systems (both on-farm and throughout value chains) and pursues voluntary market transformation initiatives by developing sustainable production standards, indicators, incentive mechanisms, and outreach mechanisms to boost wide-scale adoption of climate-smart, sustainable best practices among small farmers. www.sustainablerice.org

About the Position

SRP is looking for a Finance Manager to support and enhance our Secretariat team based in Bangkok, Thailand. This role involves overseeing all aspects of accounting, budgeting, and financial operations. The successful candidate will collaborate closely with the SRP Managing Director and Secretariat staff to establish and manage strong financial governance and ensure statutory compliance for the organization.

Duties and responsibilities

Under the supervision of the Management and Managing Director, the Finance Manager will undertake the following tasks:

- Establish and oversee an internal control system to track, analyze, and report on all aspects of SRP's finances.
- Prepare and review monthly financial statements for management, including profit and loss statements, balance sheets, and cash flow statements.
- Develop policies and procedures to improve financial governance and performance.
- Forecast future financial performance scenarios and risks.
- Prepare and analyze budgets, year-to-date income versus expenditures, and monthly forecasts.
- Ensure compliance with statutory regulations and other financial laws and regulations.

Within this context, the Finance Manager will also fulfil the following tasks:

1. Financial management

- Review all accounting transactions to ensure proper coding and enter all transactions into SRP's accounting software.
- Prepare finance reports accurately as per the need of Management and donors.
- Advise on revising and updating the Financial Rules and Regulations and other budget and financial management policies so the organization up to speed with changing contexts.

- Calculate the monthly foreign currency conversions that match the cashflow.
- Ensure availability of funds and oversee bank reconciliation statements for all funds in foreign and local currencies.
- Manage Membership invoices and receipts and periodically follow up for the receivables. Work closely with Capacity Development Manager and Assurance Manager to manage Training and Assurance program invoices.
- Technically supervise SRP Finance and Administration Officer in all finance operations.

2. Financial monitoring and reporting and budgeting

- Prepare monthly, quarterly, and annually financial report for Management review.
- To participate and present the Finance Report in the Quarterly Finance and Business Development Committee Meeting.
- Support Management for the presentation of financial results to Finance and Business Development Committee.
- Liaise closely with the team in planning the annual budget for programmatic activities of SRP.
- Cash/funds forecasts and development of organizational and donor budgets.
- Preparation, revision, and maintenance of Organisational Operating Budget and ensure the operating budget is managed and monitored effectively and efficiently within timely manner.
- Regular reporting of annual expenditure status, and otherwise as needed.

3. Audits

- Prepare for sound audit practices and facilitate any external or internal audits.
- Oversee the audits for SRP e.V and SRPS and project-based audits.
- Support Management to provide responses to audit reports and timely implement the audit recommendations.

4. Contracts and grants management

- Supervise/ prepare financial reports for all SRP's donors.
- Ensure that the organisational cash and donors fund forecasts are accurate by working with programmes to help them develop more accurate cash forecasts of their programme needs.
- Prepare and revise all grant budget proposals and make sure that all budget line items are allowable, allocable, and reasonable as per Donor requirements.
- Work closely with programme staff in preparing and/or revise grant budgets to support new proposals or realignments and ensure the submission is done in a timely manner and the adequate coverage of organizational and programmes operating costs.
- Prepare consultants' contracts and organize them efficiently.

Required qualifications, competences, and experience

- Master's degree in finance, business administration, accounting, or related field.
- Minimum eight (8) years of experience working in project financial management with strong knowledge of international donor requirements.
- Proven understanding and experience in use of leading financial and management software, financial modelling and forecasting tools.
- Familiarity with grants management and project finance management, including financial controls, accounting, auditing, as well as reporting on accruals, pipelines, and expenses.
- Proficient with MS Office, especially Excel.
- Ability to work effectively and harmoniously under pressure in a stressful environment and with colleagues from different cultural and professional backgrounds.
- Excellent interpersonal and communication skills.
- Fluent written and spoken English.