

Role Title: Finance and Admin Officer		Responsible to: ACTIVE Project Coordinator (with matrix reporting to Portfolio Grants Finance Manager).	
Responsible for: n/a		Work Location: VSO Bangkok Office, Thailand	
Job/Role Purpose: To process and manage financial transactions and reports for the Active Citizenship Through Inclusive Volunteering & Empowerment (ACTIVE) grant in Thailand.			
Safeguarding level: VSO has zero tolerance of abuse and exploitation of vulnerable people. We will expect all our employees/ volunteers to commit to protecting children, young people and vulnerable adults from harm and abide by our <u>safeguarding policy</u> .		Level 1: This post will have no direct contact/access to children and vulnerable adult, post holder will be expected to have a full commitment to uphold VSO safeguarding policy at all times. As part of our safer recruitment practice, a criminal background check (Basic DBS check for UK or equivalent Police check) will be obtained for post holder prior to start date.	
Task Responsibilities Financial & Treasury Management <ul style="list-style-type: none"> Cash management including relationship with the bank, managing bank mandate and authorisations, bank reconciliations, petty cash and adequate control framework around cash, cash flow forecasting. Managing advances to partners, staff members and volunteers, including timely settlement and account allocation of balance sheet codes. Responsible for invoices and payment processing. Appropriate expenditure and payment documentation, filing and management. Complete month closing procedures within global timelines with high accuracy. Responsible for ensuring consistent VSO financial controls are in place. Working collaboratively with global finance team contributing to strengthen financial management system in VSO. Generate a Budget versus Expenses report on a monthly basis share to Programme Manager. Provide ad-hoc report as necessary. Support to global grant and/or statutory by providing necessary document back up for expenses incurred in Thailand. Prepare monthly payroll, take necessary approval before payroll is transferred to individual staff. Statutory Compliance <ul style="list-style-type: none"> Prepare country statutory accounts (including engaging and coordinating any statutory auditors, as required) 		Collaboration responsibilities (key teams/roles this role will be working with) This position will be working collaboratively with the Team Lead – Grants and Contract Management to ensure all financial and accounting matters meet the compliances, complete on a timely manner, and accurate. The Finance and Operations officer will also work closely with the ACTIVE project coordinator to support the implementation of project activities.	
		Competence required Knowledge/qualifications: <ul style="list-style-type: none"> A Bachelor’s degree or higher in Business, Accounting, and finance A minimum of 5 years’ experience in the NGO sector as a Financial Accountant position including experience with experience in budgeting, forecasting and financial reporting. Sun 6.4 Experience, MS Office; including Outlook, Access, Word & Excel Knowledge of Tax and other compliance implications of non-profit status Experience: <ul style="list-style-type: none"> At least 5-year experience in positions of organizational accountant and/or finance officer. Prior experience working with NGOs/non-profit entities and donor-funded projects (including FCDO and/or USAID and/or EU and/or other comparable donor agency) is required. Previous experience building capacity of local organizations on donor compliance, policies, rules and regulations. Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel. 	

<ul style="list-style-type: none"> • Manage Company/Employer tax compliance and facilitation with local authorities • File local taxes and responsible for compliance for VSO, staffs, and volunteers in country • Implement appropriate balance sheet controls and perform monthly reconciliations • Timely input/submissions for group statutory audit <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Work with the Portfolio Grants Finance Manager to ensure key financial risks are identified and mitigation plans are in place. • Conducting fraud prevention and detection on a regular basis. • Ensure all suppliers, partners, and donors are compliance (anti-terrorism) checked, due diligence is conducted before work proceeds with those organisations. <p>Other:</p> <ul style="list-style-type: none"> • Providing effective administrative support to the ACTIVE project (e.g. through procuring goods and services, maintaining equipment and infrastructure, handling petty cash, reception duties, couriers, etc.). • Ensure that the VSO Procurement Policy is followed for purchases of goods and services. • Manage and allocate stock and ensure stationery stock is replenished to required levels. <p>Fulfil other appropriate level accountabilities as defined by line manager from time to time. Abide by VSO core values and other VSO policies regarding; Safeguarding, Gender Sensitivity, Child Protection, Data Protection Act, Confidentiality and Security.</p>		<ul style="list-style-type: none"> • Good organizational, verbal and written communication skills as well as ability to multi-task are essential. <p><u>Skills/Abilities:</u></p> <ul style="list-style-type: none"> • Excellent oral and written communications skills in English with proficiency in the office languages preferred. • Ability to effectively communicate financial information to non-financial managers. • Ability to analyse, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations. • Familiar with accounting fundamentals. • Strong analytical, presentation, communication and problem-solving skills. • Knowledge of general grants and regulations typically acquired with three to five years related experience. • Excellent people skills <p>Commitment to VSO’s values, people first principles with social accountability, resilience and social inclusion, gender sensitivity and VSO ways of working.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Understanding the development sector and volunteerism in development
<p><i>VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protect children, young people and vulnerable adults from harm and abide by our safeguarding policy.</i></p>		