



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮงท์ บอร์เดอร์ส (ประเทศไทย)

VACANCY ANNOUNCEMENT

Finance Coordinator Assistant - Based in Bangkok

Background

Doctors without Borders (Thailand) Co. Ltd, is working with national and international partner organizations in the field of healthcare related support activities in Mai Sariang & Mae Hong Son province since 2017. DWBT is neutral, impartial, and solely medical in nature with no religious, political, or human rights objectives.

Main Purposes

Assisting the Finance Coordinator in the implementation and follow-up of the finance activities of the mission, while executing the accountancy and payment related tasks for the capital, according to DWBT policies, standards and procedures in order to ensure documentary traceability as well as compliance with local labour and fiscal regulations.

Main Responsibilities

- Supporting the Finance Coordinator with delegated tasks to ensure proper management in the mission (budget, accounting, treasury, reporting, donors, auditing procedures, legal financial obligations, etc.) including the translation of documents and assisting in meetings upon request
- Keeping updated on local laws and regulations and informing the Fin Co of any changes or misalignment with the practices in place. Ensuring respect and strict compliance to DWBT standards (chart of accounts, quality of documents, guidelines, expense validation procedures, cash security rules, etc.)
- Carrying out delegated accounting tasks and activities for the capital, ensuring confidentiality on all finance issues related to **DWBT** as well as the strict control of all expenditures and the reliability of statements and documentation.
- Processing payments, ensuring that receipts and supporting documents meet the necessary quality standards.
- Filing and/or scanning hard copies of documents, entering information in the accounting software and performing monthly closing procedures for the journals under his/her responsibility
- Following up on rental/service contracts and insurances dates and informing the Fin Co on time to organize payments and renewals.
- When requested, replacing other members of the Finance/Accounting Manager or Project Administration Assistants during their absence

Bookkeeping of accounts books of the Mission in Finance Field Connection

- Bookkeeping of all the vouchers in the Finance Field Connection (Accounting Software)
- Ensuring that expenditures are validated by the management as per the validation table
- Preparing the vouchers related to the payments.
- Filing, scanning and archiving accounting documents on weekly basis.

Treasury Management

- Preparing Bank payments and informing Fin Co for approving the payments.
- Petty Cash management at Bangkok Office for all cash payments and reimbursements.
- Timely payment of invoices and legal commitments (e.g. rent, utility bills) via Cash or Bank
- Check the validity and authenticity of all the documents for payments as per DWBT standards and Thailand Accountancy regulations.
- Manage and follow up advances on the basis of valid documents and timely reimbursement.
- Prepare weekly and monthly reconciliations under the supervision of Accounts Manager.
- Providing WHT certificates to all the vendors for whom the WHT has been correctly deducted before the payment.



Administrative tasks

- Manage and Follow Up on mission contracts such as rent agreements, service agreements etc.
- Supporting the Finance and HR team during any gap in capital and project office.
- Point person in Thailand with Accounting Firm and all the bank accounts for Doctors without Borders Thailand.
- Supporting ACMA in reconciling of accounting books from FFC and Local Accountancy reported by Accounting Firm to Revenue Department.

Education	<ul style="list-style-type: none">• Desirable finance, business or administration related diploma
Experience	<ul style="list-style-type: none">• Essential previous working experience of at least two years in relevant jobs• Desirable experience in DWBT or other NGOs in developing countries
Languages	<ul style="list-style-type: none">• Mission language essential. Local language desirable
Knowledge	<ul style="list-style-type: none">• Essential computer literacy (word, excel, internet)• Good working knowledge on MS Office
Competencies	<ul style="list-style-type: none">• Results and Quality Orientation L2• Teamwork and Cooperation L2• Behavioural Flexibility L2• Commitment to DWBT Principles L2• Stress Management L3

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

DWBT is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such DWBT is by choice an association.

Each individual working with DWBT does it out of conviction and is ready to uphold the values and principles of DWBT.

HR & Benefits

- Salary: 42,193 THB gross per month and 13th Month Salary
- One-year fixed term contract with the possibility of renewal, with 3 month-probation period
- Health benefit package
- Desired starting date: immediately

How to Apply

Please send your **CV and cover letter in ENGLISH (in a single PDF file only)**, stating your motivation and what can you contribute to the position, with the subject Ref: “Finance Coordinator Assistant” to msfe-asia-pam@barcelona.msf.org & msfe-asia-hrco@barcelona.msf.org on or before **23 Nov 2025**. Applications that are not completed (CV + Covering letter) will not be considered.

Only short-list candidates will be contacted and invited for the interview.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE