



Let us
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for **World
Child
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Will you build with us?

The Pestalozzi Children's Foundation (PCF) is a Swiss non-profit organisation which promotes peaceful cohabitation worldwide by empowering the most marginalised children and adolescents. The Foundation seeks to provide children and youth with access to holistic quality education and to strengthen their intercultural competencies. The Pestalozzi Children's Village in Trogen (Appenzell Outer-Rhodes) is at the heart of the Foundation and its activities in Switzerland and in twelve countries. Abroad, PCF works with local partner organisations to enable children to access quality education in primary schools, particularly vulnerable children.

PCF Thailand works with local partners, schools and relevant institutions, aiming at ensuring equal access to quality education as well as integration of intercultural education, mother tongue based multilingual education, education in emergencies, and child rights in formal, non-formal, and informal education.

We are looking for a full time:

Finance and Administrative Support Assistant - Consultant (8 - 9 months)

The post is based in Chiangmai, Thailand and opened to local citizens only

You find

1. Financial Support

- Prepare petty cash voucher for approval and record petty cash expense to petty cash journal;
- Process all payment vouchers, cash and bank transactions for signatories, prepare withdrawal slip;
- Prepare monthly bank reconciliation for FAO to review;
- Review staff travel expense report and receipts;
- File management-Filing finance vouchers into folders; maintain a filing system both digital and physical ensuring information is organized.
- Support partners in budget planning for the new phase of the project as guided by FAO;
- Assist FAO to review Financial reports from partners;
- Assist FAO to do finance verification at partner office;
- Utility bills management-responsible for the timely of all office utility bills, including water, electricity, internet, telephone services.
- Other tasks as requested by the Finance and Administrative Officer.

2. Administrative and Logistical Support

- Procurement: Assist FAO to find quotations when necessary;
- Prepare contract, agreements for external services;
- Asset management: Record new asset information into asset register, assign asset code and prepare label;
- Country Office as an INGO Registration renewal and reporting: Assist FAO to prepare semi and annual report to submit to Ministry of Labour and assist FAO in the registration renewal processes including preparation of registration renewal application form and requested documents from Ministry of Labour and other local authorities;
- Staff travel; Hotel, car rental and flight bookings for PCF THA staff as well as PCF HQ staff occasionally when needed;
- Meetings/Workshops: Support the logistical arrangements for workshop, seminars, meetings, etc;
- Office management: Supervise cleaner; monitor office supplies and reorder as necessary including cartridges, stationery, etc.
- Secretarial work; Scan and photocopy documents
- Scheduling – organize and maintain the office calendar including calendar of CP THA staff

Professional qualifications:

- Graduated in accounting or other related field of administration with relevant experiences
- At least three years of related experience
- Technical proficiency-proficiency in Microsoft office (particularly Excel, MS. PowerPoint)
- Communication and language skills- strong written and verbal skills in Thai and Intermediate level in both written and spoken English
- Driver license (Car, Motorcycle) is required

Personal qualifications:

- Reliable, accurate, methodical
- Organizational skills -excellent organizational and time management skills
- Attention to details: ability to perform tasks with high levels of accuracy and attention to details
- Goal-oriented, independent, committed, innovative, motivated
- Flexibility and adaptability – ability to multitask and prioritize work adapting to changes, able and willing to learn
- Interpersonal skills- professional attitude with a focus on problem-solving and team work

We are looking for a motivated, reliable, and result-oriented individual, committed to learn from peers, willing to travel in the field and with excellent interpersonal skills and team spirit.

You dare to take the step and send us your recent CV (max. 3 pages), two recent references, work certificates, copy of diplomas and the salary expectations, no later than 30th April 2024 to Ms. Rattanaporn Ananyavong, Email: r.ananyavong@pestalozzi.ch

For further information or questions, please contact: Ms. Rattanaporn Ananyavong, Tel 0818150307

Please note that only shortlisted applicants meeting the above requirements will be contacted. Applications received after the deadline and through means other than the address given above will not be considered. All applications will be treated confidentially.

You can find more information about the Foundation at pestalozzi.ch.