

Vacancy Announcement

Diakonia is a Swedish non-profit and non-political organisation for international development cooperation and humanitarian assistance, operating on feminist principles. We are looking to appoint a **'Finance and Administration Officer'** as part of our Thailand Country Office Team, who will coordinate a project funded by a European donor to Thailand. The work implies traveling inside the country and occasionally abroad. The Finance and Administration Officer will be part of a dynamic team and will be required to work according to, comply with, and uphold the principles, values, and policies of Diakonia and the EU.

Placement: Chiang Mai, Thailand

Employment Type: Fixed-term contract

Duration: Two years with possible extension

Start Date: June 1, 2024

Positions Report to: The Country Director – Thailand

Major Responsibilities

- Support and coordinate all financial transactions at the Diakonia Country Office related to activities and administrative aspects of the project, and all necessary administrative work related to the project.
- Prepare and maintain all relevant supporting documents related to finance and administration with systematic filing for follow-ups and audits.
- Manage bookkeeping and prepare monthly financial reports for the EU project. Prepare financial updates and reports for submission to back-donors.
- Maintain financial and administrative archives of the project.
- Provide the Project Team with relevant information related to the project.
- Maintain and track financial information and other data for systematic information management.
- Support and coordinate on all areas of finance, administration, and human resource management with relevant staff at the Co-Applicant organisations.
- Organise, coordinate, and provide support for symposiums, conferences, and other events.
- Engage in capacity building related to finance, administration, and human resource aspects.
- Engage in field and monitoring visits to ensure cost-effectiveness of the project activities, and to support Co-Applicants with contextual realities.
- Support and engage in evaluations and audits.
- Initiate correspondence with relevant stakeholders to verify data and obtain additional information on accounts and financial transactions.
- Prepare detailed cost estimates and participate in budget analysis and projections.
- Economize with the use of resources and continuously minimize the negative impact on the environment, in line with the Environmental Policy of Diakonia.
- Quality assurance of contractual obligations and compliances related to finance and administration of Diakonia and the Co-Applicants.
- Any other relevant tasks assigned by the Finance and Administration Officer and Country Director.

Qualifications and Experience

- Minimum bachelor's degree or diploma-level qualification in Finance/Accounting

- At least two years' experience in financial management with projects funded by the EU at NGOs and/or INGOs.
- Hands-on experience in financial management, internal control, and financial reporting for national-level projects.
- Experience in feminist principle-based operations is an added value.

Competencies

- Good team player.
- Fast learner.
- Flexibility to adapt to change and work under dynamic conditions.
- Excellent strategic and analytical ability.
- Good interpersonal skills and attention to details.
- Strong administrative skills and results-oriented approach to work.
- Excellent command of English (written and spoken) and fluent in local Thai language.
- Excellent computer skills.
- Ability to drive the vehicle in Chiang Mai and outstation.

How to apply: Please submit CV and cover letter to impactpool [here](#), no later than May 16, 2024.

Only short-listed candidates will be contacted for interview and written examination.

Diakonia is an equal-opportunity employer.

All Diakonia Representatives are explicitly prohibited from engaging in any activity that may result in any kind of Child Abuse. In addition, it is Diakonia's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of Child Abuse.