

Job Description
Grant and Finance Manager

Position Title:	Finance Manager
Reference Number:	2212TH23
Starting Date:	February 2023
Located in:	Bangkok, Thailand
Contract type:	Fixed term staff contract
Reporting to:	Head of Finance
Supervision of staff:	Finance Officer

Objective: The Finance Manager will guide and ensure the financial management of COAR's contract and project portfolio. In close collaboration with COAR programme managers the Financial Manager will support the firms bid preparation, monitor and analyze the financial performance of current contracts, brief and advise decision makers and provide periodic financial reporting on the financial performance of projects. In close collaboration with COAR's Accounting Manager the Financial Manager will contribute to the accurate, timely and high-quality implementation of financial management tools, procedures and systems. The Financial Manager will oversee the work assignments and duties of the Finance Officer. COAR Global Ltd. is an international organization that requires high standards and commitment of incumbent to communicate efficiently across cultural, functional and seniority levels.

Main Activities and Responsibilities:

Financial Planning & Analysis

- Establish, manage and optimize accurate, timely and relevant financial master databases and tools to capture and reflect expenses incurred, monitors spending, forecasts costs and financial commitments
- Support Project Managers and Country Directors in monitoring budget expenditure and ensure that spending remains within budgeted levels, identify appropriate cost centers for direct and non-project associated costs
- Ensure personnel labour costs and fees are accurately attributed to and allocated across projects
- Support Accounting with the allocation of projects itemized costing in the accounting system
- Prepare, update and disseminate fund cashbook monitoring results, BvA (Budget versus Actual) reports to project managers, budget holders, Country Directors and Head of Finance
- Identify, analyze and discuss significant variances and spending forecasts periodically with responsible budget holders and project managers
- Provide support and advise to budget modification, including proposal revision, budget realignment, and other changes and amendments to the implementation of projects, in compliance with client and contract general terms and conditions
- Monitor and update cost calculation tools on salaries, wages, non-wage labour costs, benefits and fees of contributing consultants

Financial Reporting

- In collaboration with budget holders and project managers monitor and ensure the accurate, timely invoicing of contracts to clients according to contract types, specific terms and conditions and established payment schedules
- Ensure compliance with grant and donors' requirements on financial aspects of agreements and provide guidance to the accounting team as to the proper treatment of financial transactions and invoicing

- Support the financial closing, reporting and documentation process to ensure the timely closeout, full expenditure and contract obligations are met
- In close collaboration with Accounting ensure that project and contract documentation is complete, accurate, updated and accessible
- Contribute to the elaboration of monthly management accounts
- Support activities related to annual financial reporting and audits

Proposal and Bid Development

- Support programme management in the development of financial sound and economically interesting financial bids and the the development of corresponding detailed budgets
- In close collaboration with programme managers and bid developers ensure accurate pricing of labour and non-wage labour cost, calculations on the pricing of consultant fees and the overall profitability of the proposal
- Despite changes and at times last minute adjustments ensure the profitability principles of the company are met by all budgets and proposals for submission or contract amendments

Qualification & Experience:

- Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting management or in a related field
- A minimum of 7 years experience in the function of Grant or Finance Manager, preferably with experience in international organizations and/or international development cooperation and Humanitarian Non-Governmental Organizations
- A minimum of 3 years experience with the financial administration of contracts with mayor international donors (European Union, USAID, UKAid, et al.)
- A minimum of 3 years experience overseeing professional finance and junior staff
- Excellent communication and relationship building skills across different cultural, functional and seniority levels
- Proficiency in the use of MS Office and Google Suites
- Knowledge of accounting software SAP is an advantage
- Strong analytical skills
- Ability to work with others under tight deadlines and respond to changes in priorities
- Fluency in English and Thai is required.

Benefits:

- Flexible working hours and remote work are encouraged
- 18 days annual leave
- Salary scale, B4-5

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.