

Title: Finance Officer

Duty station: Bangkok, Thailand

Application Deadline: until it is filled.

Nationality: Thai (only)

Languages Required: Thai and English

Work Schedule: Full-time, 40 hours/week, with occasional evening or weekend work may be required.

Salary and benefits: 40,000 THB per month, Health insurance, Social security contribution (negotiable based on experience and skills)

Duration of Initial Contract: 3 months on probation followed by a 9-month contract; the contract is renewable on an annual basis

Accounting

- Lead the daily financial and accounting matters and responsible to save all financial and accounting documents according to ILGA Asia's Internal control system (hard and soft copies).
- Identify incomplete, missing and insufficient receipts and follow up to respective person(s) and organization(s).
- Prepare payment request (PR) and supporting documents in G-Drive and seek the approvals from approvers.
- Record monthly bookkeeping (both excel and accounting software) with appropriate cost percentage under respective donor(s) in a timely manner.
- Financial Report and Tax
- Coordinate with external accountants and involve in preparation of taxation including Local Withholding Tax requirement such as PND 1,3,55,53,54, and other relevant taxes and social security payment
- Prepare the monthly tax report and tax submission under all applicable laws of Thailand.
- Manage the fiscal host and sub-grants reports by applying the requirements and standards of donors
- Lead to maintain the trackers (staff advance tracker, health benefit tracker and Income tax tracker) and report to finance manager.
- Assist ILGA Asia staffs to prepare and submit advance reconciliation

Bank process and Payroll

- Ensure timely bank transfer, participate in bank receipts follow up process and coordinate within the team if there are any irregularities
- Review every bank outgoing and incoming transactions and produce monthly GL, bank and balance sheet reconciliation under the supervision of finance manager.
- Lead in the preparing of Staff payroll summaries and maintain record with confidentiality.

Audit and Legal Requirement

- Plan, support and assist finance manager about project and organizational audits.
- Communicate with external auditors and participate in the preparation of the auditing processes
- Assist the team in preparation of organizational legal documents including government report, banking process as needed

REQUIRED Skills

Minimum Academic Qualifications:

- Bachelor's degree in Accounting, Finance and Commerce or another relevant field from a recognized educational institution;
- ACCA, CPA or CIMA qualified is preferred

Minimum years of relevant Work experience:

- Minimum three years of relevant work experience in a Thai-based and registered non-profit organisation or an international organisation, in at least three of the areas below:
- project financial management;
- financial accounting, monitoring and reporting, processing of transactions, use of financial management systems, and audit;
- document and information management, operating IT systems (Office, Word, Excel, PowerPoint, Outlook, etc.) and provision of basic support.

Desirable Ability:

- Strong multitasking skills with the ability to prioritize tasks
- Problem-solving skills with a keen eye for details
- Exceptional time-management and organisational skills
- Ability to work efficiently under pressure and deliver outputs as per agreed deadlines
- Good verbal as well as written communication skills in both English and Thai
- Usage of software packages (Office, Word, Excel, PowerPoint, Outlook, etc.)
- Good knowledge of GAAP, IAS and the important of maintaining internal control system
- Experience with government filings in Thailand
- Good understanding of Thai laws and regulations relevant to Thai Foundation

TO APPLY

Please send CV and motivation letter to info@ilgaasia.org with subject line [Name: Finance Officer Application]. The position is open until it is filled. We will interview qualified candidates in rolling basis.

For more information, please send an email to info@ilgaasia.org. Applicants who are not selected will also be informed by ILGA Asia accordingly. We kindly request applicants not to contact ILGA Asia Secretariat or Board Members and to bear with us as we go through the recruitment process.