

Job Announcement

Position	Finance Programme Officer
Location	Bangkok, Thailand
Employment Duration	Two years starting 15 September 2014, subject to a three---month probationary period, contract renewable
Salary & Benefits	USD 13,000 per annum (32,380 THB per month + 13th month), may vary according to levels of education & experience Health, Dental and Accident Insurance
Closing date	30 September 2014
Interview Dates	2---3 October 2014

About the Organisation

As a regional membership---based human rights organisation, FORUM---ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM---ASIA presently has 49 member organisations across 17 countries in Asia. Founded in 1991, FORUM---ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia; where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM---ASIA, as an NGO in Consultative Status with the United Nations, advocates human rights issues through engagement with governments, inter---governmental organisations and the United Nations for the better promotion and protection of all human rights.

Duties and Responsibilities

Reporting directly to the Finance Manager, Finance Officer shall be responsible for:

Financial Processing

- Verify expenses claims and ascertain that the requirement, supplies or services they refer to were duly received or provided before proceeding with the payment request, and maintain filing system for voucher.
- Prepare fund and cash advance for activities
- Prepare Payment voucher, Receivable voucher and Journal Voucher.
- Update daily expenditures
- Preparation of the cash accounting worksheet
- Maintain petty cash of finance
- Verify, correct and coordinate data entry into accounting system
- Review of financial documents submitted by programme officer/ managers to identify weaknesses or problem being encountered by staff and recommend corrective action.

2. Budgeting & Reporting

- Prepare financial reports and submit to Finance Manager

- Assist Finance Manager with budget management
- Coordinate the budgeting process with the Finance Manager and Programme Manager
- Prepare required monthly/ quarterly report according to items/programme/donors
- Follow-up and check liquidation of cash advances

Basic Qualifications and Selection Criteria

Education:

Bachelor's degree in Commerce or Accounting

Competence:

- Thai nationality
- Mature personality; ability to work as a team in a multicultural and demanding working environment with cross-programme coordination.
- Ability to work under pressure and manage team deadlines

Experience:

At least three years experience in Finance/Accounting

Skills:

1. Advanced skills in MS Word, Excel, Access and advanced knowledge and experience with computerized accounting software—Quickbook
2. Can communicate, orally and in written English

Application Procedure

Please fill in the [FORUM---ASIA Job Application Form](#) and send it by email **together with a cover letter of interest and two recommendation letters** (*one from any of the member organisations of FORUM---ASIA in your country*) to:

applications@forum---asia.org **before 1 September 2014**

Short-listed candidates will be contacted for an interview to be conducted in Bangkok or by Skype on 2---3 September 2014. The interview may include a written or practical test.