

Job Announcement

Position	Finance and Donor Reporting Officer
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • Starting from 15 June 2017 • 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> • USD 26,000 per annum gross (USD 2,100 per month + 13th month) will be offered in local currency (Thai Baht) • Health, Dental and Accidental Insurance
Closing date	21 May 2017, midnight Bangkok Time (UTC+7)
Interview Dates	From 29 May 2017
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.</p> <p>At present, it has 58 member organisations across 19 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.</p> <p>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 peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It 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.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
Duties and Responsibilities	
<p>Reporting to the Finance Manager, the Finance Officer shall do the following:</p> <p>1. Financial Analysis, Reconciliation and Reporting</p> <ol style="list-style-type: none"> Implement FORUM-ASIA's financial rules and regulations and accounting procedures Assist the Finance Manager to produce monthly or quarterly reports on expenditure against consolidated annual budget, based on submitted quarterly or bi-annual donor reports and data on the accounts system, and to liaise with programmes to provide explanations of variances. Coordinate with programmes to ensure that all programme advances are cleared within stipulated time frames. Reconcile all transactions by comparing and correcting data. Assist the Finance Manager to maintain a schedule of financial reporting deadlines to donors, in close liaison with the PME Programme. Assist the Finance Manager and the PME Programme to ensure that financial reporting templates for all grants are set up in accordance with donor requirements, and to ensure consistency between the narrative and financial elements of reports to the donors. Review financial documents submitted by programmes and give feedback as necessary to improve the quality. 	

2. Budget Planning and Monitoring

- a) Assist the Finance Manager and programmes with budget planning and management.
- b) Provide financial information for monitoring purposes and where requested in a manner that can be easily understood by programmes.
- c) Assist the Finance Manager and the Senior Management Team (SMT) in the preparation of project budgets.

3. Information management

- a) Help develop information on relevant financial processes and procedures for ongoing projects for orientation, fundraising, and other resources for use by programme and finance staff.
- b) Maintain funding information systems and records, including physical and electronic files and folders, of donor contracts.

Basic Qualifications and Criteria

Education:

1. Bachelor's degree or higher in the field of finance and/or a related subject such as accounting or economics.

Selection criteria: Essential

- A minimum of three years experience in financial reporting to donors and grant-making institutions
- Financial accounting skills
- Strong analytical skills
- Experience of using standard IT packages and donor database management
- Good written and oral English communication skills
- Ability to collaborate with others in a multicultural and demanding working environment with cross-programme coordination
- Attention to detail
- Ability to work under pressure, multitask and meet team deadlines
- Strong self-motivation and ambition to deliver results to a high standard

Selection criteria: Desirable

- Experience of planning, monitoring and reporting to EU donors
- Experience of working in the non-profit sector with regional/international NGOs in Asia.

Application Procedures

Applicants should fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter** and **two recommendation letters** to applications@forum-asia.org before **21 May 2017**, midnight Bangkok Time (UTC+7), using the subject line "Finance and Donor Reporting Officer application". Late applications will not be considered.

Shortlisted candidates will be contacted for an interview to be conducted in Bangkok or by Skype. The interview may include a written or practical assessment.