

## Job Announcement

<b>Position</b>	Finance Officer
<b>Location</b>	Bangkok, Thailand
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>Starting from 15 March 2017</li> <li>1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>USD 26,000 per annum gross (USD 2,000 per month + 13<sup>th</sup> month) will be offered in local currency (Thai Baht)</li> <li>Health, Dental and Accidental Insurance</li> </ul>
<b>Closing date</b>	12 February 2017, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	20-24 February 2017
<b>About the Organisation</b>	
<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>	
<b>Duties and Responsibilities</b>	
<p>Reporting to the Finance Manager, the Finance Officer shall do the following:</p> <ol style="list-style-type: none"> <li><b>Financial Processing</b> <ol style="list-style-type: none"> <li>Implement FORUM-ASIA's financial rules and regulations and accounting procedures.</li> <li>Prepare fund and cash advance for activities.</li> <li>Update daily expenditures.</li> <li>Verify, correct and coordinate data entry into the designated accounting system.</li> <li>Review financial documents submitted by programmes and give feedback as necessary to improve the quality.</li> </ol> </li> <li><b>Budget Planning and Monitoring</b> <ol style="list-style-type: none"> <li>Assist the Finance Manager and programmes with budget planning and management.</li> <li>Provide financial information for monitoring purposes and where requested in a manner that</li> </ol> </li> </ol>	

can be easily understood by programmes.

- c) Assist the Finance Manager and the Senior Management Team (SMT) in the preparation of project budgets.

### **3. Financial Analysis, Reconciliation and Reporting**

- a) 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.
- b) Coordinate with programmes to ensure that all programme advances are cleared within stipulated time frames.
- c) Reconcile all transactions by comparing and correcting data.
- d) Assist the Finance Manager to maintain a schedule of financial reporting deadlines to donors, in close liaison with the PME Programme.
- e) 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.

### **4. 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 subjects such as accounting or economics.

##### **Competence:**

- 1. Mature personality.
- 2. Ability to work as a team in a multicultural and demanding working environment with cross programme coordination.
- 3. Self-motivated, positive attitude and multi-tasking ability.
- 4. Ability to work under pressure and manage team deadlines.
- 5. Must be detail oriented with strong analytical skills.

##### **Experience:**

- 1. A Minimum of three years experience in financial reporting to donors and grant-making institutions, etc., financial consolidation and analysis, preferably in the field of NGO work with regional/international NGOs in Asia.

##### **Skills:**

- 1. Excellent written and oral communication skills.
- 2. Familiarity with standard IT packages and donor database management.

#### **Application Procedures**

Interested applicants are requested to 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](mailto:applications@forum-asia.org) before **12 February 2017**, midnight Bangkok Time (UTC+7). 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.