

Job Announcement (Temporary Position)

Position	Finance Officer
Location	Bangkok Office, Thailand
Duration	6 Months (1 November 2021 – 30 April 2022)
Remuneration	USD 2,000 per month
Closing date	14 October 2021, midnight Bangkok Time (GMT+7)
Interview Dates	18-22 October 2021

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 82 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu. www.forum-asia.org

FORUM-ASIA is committed to building a peaceful, just, equitable and sustainable community of peoples and societies in Asia, where all human rights of all individuals, groups and peoples, without discrimination on any grounds, are fully realised in accordance with international human rights standards and norms. It does so by:

- Building the capacity of its members and partners
- Bringing together activists and stakeholders to tackle human rights issues
- Protecting human rights defenders in Asia that find themselves in emergency situations
- Advocating for human rights at the national, regional and international level

Tasks and Activities of the Finance Officer

The Finance Programme oversees the financial resources of FORUM-ASIA and is in charge of the planning, organising, financial reporting to donors, auditing and accounting of FORUM-ASIA's finances. The Finance officer will be working under the guidance and supervision of the Finance Manager with the following tasks and deliverables:

General task:

- Ensure compliance with financial procedures, systems and internal controls according to the financial rules of FORUM-ASIA (main work)
- Bookkeeping for all finance transaction of both offices (main work)
- Participate in the reconciliation of cash books and justification for any difference in reconciliation; prepare cash counts and to reconcile with the cashbooks on a monthly basis
- Preparation of financial tables, special reports and other *ad-hoc* reports. To ensure proper coding and enter all transactions into FORUM-ASIA's accounting software
- Assist the Finance Manager and the Donor Reporting Finance Officer in compilation, review and onwards submission of the financial report to the donor
- Assist the Finance Manager and the Donor Reporting Finance Officer in producing 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
- Assist the Finance Manager and the Planning, Monitoring and Evaluation 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

- Make sure all the records/accounts / financial transactions are booked before the audit commencement and

Replace and assist other colleagues in the team and perform other related financial and administrative duties as required.

Qualifications and Requirements

- Bachelor's degree in Accounting or Finance
- Previous experiences with bookkeeping, and some donor reports are desirable.
- Must be a team player and have an ability to work in a multi-cultural context
- Strong analytical skills
- Strong Microsoft Excel skills
- Familiar with the accounting software (the QuickBooks) is preferred
- Thai national only
- Accuracy and an eye for detail
- Excellent communication and writing skills in English
- Ability to learn continuously and coordinate with different stakeholders.

Application Procedure

Interested applicants must submit the following:

- A copy of your completed [Job Application Form](#)
- A resume and a cover letter (**Both in PDF file**) explaining interest in the Finance Officer

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by **14 October 2021 midnight Bangkok Time (UTC +7)**, stating “**Finance Officer**” in the subject line.

Please note that **late applications will not be considered.**