

Job Announcement

Position	Finance Officer (G2-3)
Location	Remote in Asia
Employment Duration	<ul style="list-style-type: none"> • As soon as possible • 2-year contract with the possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> • A competitive salary in local currency from USD 30,030 gross per year • Health Insurance
Closing date	Applications will be accepted on a rolling basis
Interview Dates	Interviews will be scheduled on a rolling basis
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 85 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</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>	
About the project:	
<p>FORUM-ASIA is implementing a Project from November 2021 to October 2024 to contribute to an enabling environment for fundamental freedoms and sustainable development in Asia. The Project is implemented through research, capacity building and advocacy activities in six countries (Myanmar, the Philippines, Sri Lanka, Pakistan, Mongolia, and Kyrgyzstan). FORUM-ASIA and its implementing partners from the six countries of focus aim to contribute to an enabling environment for marginalised and vulnerable groups, especially:</p> <ul style="list-style-type: none"> - Those living in a condition of poverty (including religious & ethnic minorities and vulnerable workers) - Women and LGBTIQs with various intersectional identities - Community-based defenders (including indigenous, land and environmental defenders) and WHRDs - National-level CSOs (including FORUM-ASIA members) 	
Duties and Responsibilities	
<p>Reporting to the Programme Manager of the Finance Programme, the Finance Officer shall carry out the following duties:</p>	

- Prepare vouchers of payment, receipt and journals relating to cash transactions against approved bills/invoices in relation to the project;
- Ensure all journals, payment vouchers, receipts are promptly entered into the online the Quickbooks system;
- Ensure proper process documentation of all financial transactions;
- Ensure proper filing of finance related documentation;
- Assess the partner financial reports of partners and process reimbursements/payments;
- To assist the management in discussion and finalization of the sub-grant agreements with the partners and do other necessary follow ups;
- Verify the partners' project expenses against approved budget and protocol;
- Ensure compliance organisational policy in regards advances for project related visits;
- Prepare petty cash voucher and enter into the Quickbooks system;
- Arrange timely fund disbursement to the partner organisation;
- Ensure process and policy has been followed in regard to procurement regarding assigned project;
- The project audit is conducted as per the guidelines agreed with the donor,
- Undertake other general finance duties as required to facilitate the smooth running of project finance activities; and
- Assist colleagues in the team and perform other related financial and administrative duties as assigned by the supervisor.

Basic Qualifications and Criteria

- Bachelor's degree in Accounting or Finance
- Previous experiences with project finance management, donor reporting and bookkeeping 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
- Accuracy and an eye for detail
- Excellent communication and writing skills in English
- Ability to learn continuously, actively in internal and external discussions on the project and coordinate with different stakeholders.

Selection Criteria: Essential

- Experience: Minimum 3 years work experience in a national, regional and/or international NGO in professional capacity, on financial management, development of budget for donor proposals and financial reporting
- Technical writing experience in I/NGOs working on human rights and development issues; and
- Experience of using data analysis and accounting software including QuickBooks, NetSuite etc. and others.

Desirable skill:

- Extensive experience in donors' coordination and reporting requirements;
- Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region; and
- Good understanding of the work and history of FORUM-ASIA.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a **self-introduction**

letter and two recommendation letters to applications@forum-asia.org, stating “Finance Officer (G2-3) Application” in the subject line.

The application process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.