

**Consultants Open Call – Finance and Donor Reporting
(Roster)**

FORUM-ASIA is looking for experienced Finance and Donor Reporting Consultant to assist the Management of FORUM-ASIA to administer and oversee the office budget(s) and budgeting processes and reporting; work on contract/grant compliance in the financial area in coordination with the relevant programmes, and observe FORUM-ASIA's accounting policies vis-à-vis fund accounting as noted in FORUM-ASIA's Financial Rules and Regulations (FRR) and generally accepted accounting principles.

Selected candidates will be working with FORUM-ASIA's Finance Programme and in consultation with FORUM-ASIA staff and the management, members and potential partners. They will coordinate the development of proposals in a consultative manner and in accordance with internal Resource Mobilisation Process Guidelines.

The ideal candidates will have relevant experience and skills in

- Financial management;
- Excellent oral and written English skills;
- Mature personality with the ability to work in a multicultural and demanding working environment with cross-programme coordination;
- Ability to work under pressure and manage competing deadlines;
- Advanced technical skills in MS Word, Excel, and the Quickbooks and online workshops interactive platforms.

Interested applicants are requested to fill in the Application Form and return it by email together with CV, your portfolio and a cover letter (all in .pdf files) to info@forum-asia.org with subject: **Finance and Donor Reporting Consultant Application_NAME** in the subject line

Positions	Finance and Donor Reporting Consultants
Location	Flexible
Duration	Minimum four months
Remuneration	USD 200-250 per working day
Roster Open Call	Applications will be accepted on a rolling basis
Interview dates	Interviews will be scheduled on a rolling basis.

About the Organisation

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.

At present, it has 85 member organisations across 23 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.

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.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC) and the ASEAN Intergovernmental Commission on Human Rights (AICHR).