## Job Announcement

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<th>Position</th>
<th>Finance Officer</th>
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<td>Location</td>
<td>Bangkok, Thailand</td>
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| **Employment Duration** | ▪ Starting from 15 November 2020  
▪ 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period) |
| **Salary & Benefits** | ▪ USD 27,300 per annum gross (USD 2100 per month + 13th month) will be offered in local currency (Thai Baht)  
▪ Health, Dental and Accidental Insurance |
| **Closing date** | 25 September 2020, midnight Bangkok Time (UTC+7) |
| **Interview Dates** | From 1 October 2020 |

### About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is 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 81 member organisations across 21 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).

The Finance Programme oversees the financial resources of FORUM-ASIA and is in charge of the planning, organising, auditing and accounting of FORUM-ASIA’s finances including donor related requirements.

### Duties and Responsibilities

Reporting to the Finance Manager, the Finance Officer shall assist the Finance Manager in implementing the following tasks:

▪ 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;
Basic Qualifications and Selection Criteria

**Education:**
- Bachelor Degree in Accounting

**Selection Criteria: Essential**
- At least five years work experience in Finance or Accounting
- Advanced skills in MS Word, Excel, Access and advanced knowledge and experience with computerized accounting software—QuickBooks
- Ability to work in a multicultural team and demanding working environment
- Good attention to detail
- Good command of written and spoken English desirable
- Motivation to achieve excellent results
- Willingness to learn
- Thai nationality

**Selection Criteria: Desirable**
- Experience of working in an international or regional or human rights organisation

Applicants should fill in the [Job Application Form](http://www.forum-asia.org) 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 25 September 2020, midnight Bangkok Time (UTC+7), using the subject line “Finance Officer Application_NAME” (e.g. Finance Officer Application_Your Full Name). 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.