



## Finance and Administration Consultant

**Location:** Bangkok

**Duration:** One year contract (part time)

**Closing Date:** 12 February 2021

**Starting Date:** 1 March 2021, or as negotiated

**Hours of Work:** Part-time (16 hours per week). Two days per week between Monday and Friday (days negotiable) from 09:00 to 17:30.

**Responsible to:** Executive Director, Asia Pacific Alliance (APA)

The Asia Pacific Alliance for Sexual and Reproductive Health and Rights is looking for a part-time Finance and Administration consultant for its Coordinating Office in Bangkok, Thailand. APA mobilizes civil society advocacy across the region to hold governments and other stakeholders accountable for their obligations and commitments to realize the sexual and reproductive health and rights (SRHR) of all persons in Asia and the Pacific.

APA is a network of national, regional and global civil society organizations that work on a range of SRHR issues in the areas of advocacy, human rights, service delivery and public health research in the region.

Candidates are requested to send 1) Covering Letter and 2) Curriculum Vitae including two references (in MS Word format) to: [join@asiapacificalliance.org](mailto:join@asiapacificalliance.org) with the title **“Application finance and administration consultant”** before 12 February 2021. Only short-listed candidates will be notified.

### Essential job functions

*Job requirements will vary from month to month dependent on the needs of the coordinating office, but include:*

#### Finance Function

- Maintain and implement the funding reporting systems, reporting to the APA ED. This includes collecting the monthly bank statement and producing a monthly expense report and reconciliation with supporting documents and preparation of payment vouchers; to be completed the first week of every month.
- Analyze and monitor the budget to ensure the expenses follow the budget plan.
- Act as a liaison between APA and financial management services for APA.
- Support the timely production of financial reports and produce other financial documents such as budgets for donors, partner organizations, and others as needed.

- Handle and supervise petty cash, make any overseas payments and check supporting documents.
- Support the set-up/implementation APA financial systems during registration process

### **Administrative Function**

- To assist the APA ED by providing administrative and project support.
- To liaise with local contractors and service providers.
- To support the APA CO in logistical and travel arrangements APA staff and members, such as accommodation, flight, and per diem.
- To support with admin tasks including drafting letters, memos and other correspondence
- Upon registration, support the annual reporting of APA foundation to the relevant government authorities
- Coordinate and arrange for the annual work permits and VISA for APA staff (once per year), coordinating with the law firm and financial manager
- Provide translation from Thai to English in correspondence, on an ad hoc basis.

### **Registration**

Responsible for supporting the process of Organizational Registration of APA with the Government of Thailand, including inquiries with relevant authorities, research, and documentation collection.

### **Job Requirements:**

- Bachelor Degree in Business Administration, Management, Commerce or preferably Accounting
- At least two years project management experience and working with finances / budgets
- Good computer skills (MS Word, Excel, Power point etc)
- Good written and spoken English
- Work well in multi -cultural team setting
- Able to travel internationally if required
- Good problem solving skills

**Salary range: 22,500 – 28,000 baht per month (2 days/week),** dependent upon skills and experience.

### *Limitations on Authority*

- Subject to delegation by the APA Executive Director and to work within APA policies.
- Maintain confidentiality of all private information of APA, its staff and partners.

Asia Pacific Alliance for SRHR  
[www.asiapacificalliance.org](http://www.asiapacificalliance.org)

Planned Parenthood Association of Thailand (PPAT): [www.ppat.or.th](http://www.ppat.or.th)