

## **Job Vacancy Announcement**

### **Finance Officer & Accountant**

**Work location:** Bangkok, Thailand

**Application deadline:** 30 July 2021

**Job start:** As soon as possible after candidate selection

#### **Background:**

Dreamlopmments (DLP) is a non-profit development organization, registered in Thailand both as a Social Enterprise (2015) and a Foundation (2019). DLP is running two large projects of access to essential health care services for marginalized populations, i) the Migrant Fund (M-FUND), a low-cost, non-profit community health fund for migrants in Thailand, and ii) the C-FREE study of testing and treatment of HIV and viral hepatitis for people who use drugs and their partners in Thailand. The projects are supported by international donors, including the European Union through UNICEF (M-FUND), the French government Initiative 5% through Expertise France (M-FUND), USAID through FHI 360 (C-FREE), and the Global Fund through Raks Thai Foundation (C-FREE, M-FUND).

We are looking for **an experienced Finance Officer & Accountant (FOA)** to manage and oversee the organization banking procedures, accounting, and expense tracking from donor budgets.

#### **Job overview:**

The FOA is in charge of the overall accounting of the organization, banking transactions and payments, and participate to record and report grant/contract expenses, monitor project expenditures, and occasionally in helping to prepare donor budgets. The FOA reports to the Head of Organization Operations (HOO) and the General Director (GD), and works closely with the management teams of DLP, including but not limited to the Director of Research (DR) of the C-FREE project, and the M-FUND Project Managers/Officers (PM). The FOA also works closely with partners and funders of the projects and the organization.

#### **Main tasks and responsibilities:**

##### **Accounting**

- Maintain all revenues and spending of the organization in a traditional accounting format.
- Prepare financial statements for the organization.
- Submit financial statements to the Thai Revenue Department, as per RD requirements.
- Organize and facilitate the conduct of yearly financial audit(s) for the organization, by independent auditor(s).
- Maintain all accounting/project funding documentation in a highly-organized manner.

## **Projects Funding**

- Participate to record/track/allocate to grants detailed project expenses with the management and project teams.
- Participate to monitor projects spending, and concordance with initial project budgets.
- Participate to prepare or adapt tools that optimize tracking and analysis of expenses from project grants/contracts.
- Support submission of financial/spending reporting to donors, as per donors' requirements.
- Assists in preparation and submission of project contracts/budgets/spending to the Thai revenue department and any other relevant government office, and address queries from the RD and government office.
- Participate in preparation and maintaining of financial models on DLP projects, notably the M-FUND.
- Support the HOO and GD to prepare or update policies relevant to financial management within the organization.
- Assists in preparation with the management teams, of detailed project budgets submitted to potential donors in grant applications.

## **Banking**

- Processes bank and cash payments for the head office, and in liaison with all project fields.
- Record and closely monitor banking movements, conduct banking reconciliations.
- Lead management of the organizational banking services (e.g. requesting new services, opening new accounts, modifying bank books, etc).

## **Other**

- Support the HR Manager and the Procurement/Administrative Officer for processes related to payment/documentation of withholding and other taxes.
- Work on other tasks, as directed by the GD.

## **Qualifications required:**

This position is for Thai nationals only.

### **Education:**

- Degree in accounting.

### **Experience:**

- At least 5-year experience in positions of organizational accountant and/or finance officer.
- Prior experience working with NGOs/non-profit entities and donor-funded projects (including USAID and/or EU and/or GF and/or NIH and/or others comparable donor agency) is required.
- Experience in accounting software.

### **Skills and competencies:**

- Excellent organizational and planning skills.
- Detail-oriented.
- Excellent communication skills.

- Very good written and spoken English.
- Strong interpersonal skills.
- Able to work independently, handle multiple tasks and manage demanding schedules to deliver high quality results on time.
- Good proficiency in computer software, and notably excellent command of accounting software, and Microsoft Office (Excel, others).
- Service minded, flexible approach to working hours.
- Interest in development and assistance projects, especially for marginalized populations.

**Working Environment:**

The position is based in Bangkok, and may require some travel to project sites in Bangkok, Tak, Sakeao, Samut Prakan, Songkhla, Narathiwat, Chiang Mai and other provinces/locations.

**How to Apply:** Please send a cover letter and most recent CV in English to:  
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