

Finance & Administrative Officer Based in Bangkok

Starting Date: As soon as possible

Contract Period: 12 months with a possibility of extension.

This position is open for Thai nationals only

Background

Terre des Hommes Netherlands is an international NGO, with a significant history as a development partner in Asia. We started our operations in 1965 to support Bangladeshi refugees in India during the liberation war in 1971. Over the years, we have partnered and intensively collaborated with almost 700 non-governmental organisations in Bangladesh, Cambodia, Indonesia, India, Laos, Myanmar, Nepal, Philippines, Sri Lanka and Thailand to improve the lives of vulnerable, abused and exploited children. In the course of 2015, the two regions, South Asia and Southeast Asia were merged into one region, Asia, and in 2016 we established our Asia support office in Cambodia. In Thailand Terre des Hommes has been implementing projects aimed at tackling Sexual Exploitation of Children in Travel and Tourism (SECTT), Online Child Sexual Exploitation (OCSE), and Child Trafficking and Migration (CTM).

Our Vision: Terre des Hommes Netherlands works towards a world where all children have a decent life and can grow up to be independent adults. A world in which children are no longer exploited. We will continue our work until this is accomplished.

Our Mission: Terre des Hommes Netherlands prevents child exploitation, removes children from exploitative situations and ensures these children can develop themselves in a safe environment.

General Characteristics

The position of Finance & Administrative Officer provides a supportive contribution to business operations by assisting in the implementation of financial and administrative processes, handling of relevant data and providing information. Terre des Hommes Netherlands (TdH NL) is seeking an experienced Finance & Administrative Officer, who will be based in Bangkok and will work across projects related to the implementation of initiatives to tackle Sexual Exploitation of Children in Travel and Tourism (SECTT), Online Child Sexual Exploitation (OCSE), and Child Trafficking and Migration (CTM). Project strategies include: Promotion, Prosecution, Provision and Prevention. The candidate will be required to liaise with TdH staff in the Country office. The position will also work, when needed, closely with local partners.

Objective of the function

The Finance & Administrative Officer assists in carrying out financial administrative work within the projects. In addition, he/she assists with the ledger and any sub-administrations and assists in the supervision of (the checking of) the connection of financial administrations.

Position in the organisation

The Finance & Administrative Officer is subject to hierarchical management from Country Manager Thailand and Myanmar.

Result Areas

1. Perform financial administrative work.

Result: Financial administrative work has been conducted in such a way that ensures rapid and accurate processing of data and has contributed to the timeliness, correctness, completeness and accessibility of the financial administration.

Financial tasks:

- Designs, generates and analyses financial reports for the donor and internal management
- Provides project financial analysis and recommendations on spending rates, over and under-spending and pattern of expenditure
- Reviews the monthly financial reports and follows-up on issues related to coding; follows-up with the Regional Finance Team on reallocate/recode expenses and other charges
- Coordinates closely with the Project team and the Finance team to contribute to the annual revenue recognition and audit process.
- Track monthly office petty cash expenditure and prepare petty cash reconciliation statements for sign off by the Country Manager.
- Prepare and manage in a timely manner, payment orders for invoices to be paid by the office.
- Prepare office petty cash requests for sign off by the Country Manager.
- Initiate the monthly cash count with the Country Manager.
- Maintain accurate banking records, perform bank payment orders and deal with bank on all financial matters.

Administrative task:

- To prepare correspondence regarding taxation, social and health insurance and union fees for executive review and signature.
- To maintain a strong financial filing system and manage filing the financial documents in both hard and electronic form.
- To be responsible for overseeing the procurement of equipment and supplies for the projects, ensuring strict adherence to TdHNL procurement guidelines.
- To oversee the booking of flights and accommodation for Project staff as required.
- Ensure the timely submission of permission to travel documentation.

Human Resources tasks:

- Manage TdHNL Project staff leave records and ensure that leave requests are submitted and filed.
- Liaise with RoC to continually update the situation of increase and reduction in salary and staff numbers of the Thailand projects.
- Under the supervision of the Country Manager, prepare quarterly tax declaration for TdHNL staff.

Capacity Building of Partners:

- To apply Terre des Hommes Netherlands tools and procedures in organisational assessment, financial and administration, M&E, capacity building and identify together

with programme partners areas for further improvement on finance and administrative management.

- To maintain good relationship with programme partners, guide them, provide them with capacity building in finance and administration

Audit:

- To prepare yearly plan of audit schedule for Terre des Hommes Netherlands, Thailand Country Office and its partners in order to submit to the Regional Office (RO),
- To coordinate audit schedule with the Programme Partners and selected auditors
- To coordinate the progress of audit and ensure timely submission of the draft and final audit report after country manager's approval, to the Regional Office (RO).

2. Make information available

Result: Information has been made available in such a way that stakeholders have timely been provided with correct information and financial reports have been produced in a qualitatively good manner:

- Contribute to the development of monthly, quarterly and annual financial reports in accordance with donor and internal procedures and system requirements.
- Prepares financial reports for donors for the assigned grants with narratives, explaining any variances to project budgets. This includes preparing reports in financial software and transferring to PMEasy project data system.
- Assist in the development and submission of Annual Partner Contracts in close cooperation with partners and TdH colleagues.
- Supports and facilitates donor audits

3. Improve work processes

Result: Work processes have been improved in such a way that a contribution has been made to the process improvement of the (financial) administrative organisation:

- Notifies program team of any significant budget changes that require donor approval and recommends necessary communications
- Maintains accurate and accessible records of uploaded budget for assigned regions/countries
- Contribute to the design and development of budgets in the Project Results Frameworks and work plans.
- Analyse the project partners' context and operational, organisational and project management capacity during the Partner Capacity Assessment Tool (PCAT) process.

Education

- Bachelor degree in Finance or accounting (administration skill or experience is a plus).

Knowledge and skills required

- Mid/high level applied thought and working ability
- 3 years of experience in a grants finance role preferably in a large or international NGO
- Knowledge of the processes and services of the organisation.
- Knowledge of and insight in the (financial) administrative establishment of the organisation.
- Knowledge of the application of automated data processing and IT Equipment
- Skills in the accurate processing of financial data.

Our offer

This position is a local position for which local remuneration and secondary benefits apply.

We offer a salary in accordance with the labour market in the range of Baht 35,000 - Baht 45,000 - depending on education and experience and a contribution related to the costs of health insurance and travel scheme.

Competence profile

A. Analytical capacity

Understanding the essence of complex issues by logical reasoning, investigation of potential causes, separation of key messages from the mass of detail and acknowledgment of their interdependence.

Level 2: Collects and examines information from various sources independently and on own initiative. Acquires insight by doing so and draws conclusions from their interdependence.

B. Driving for quality

Set high demands to the quality of own work and that of others; constantly strive for improvements.

Level 1: Applies the specified quality requirements within own work and repairs mistakes.

C. Planning & Organising

The effective alignment of activities, time and resources to achieve objectives.

Level 1: Plans and organises own work in a logical way.

D. Care

Possessing an eye for detail and doing things precisely as required.

Level 2: Has an eye for detail with regard to own work and that of others and in the way work is completed.

Job Level: C

How to Apply

Interested candidates, please forward your application referring to the consultancy (covering letter and CV) by email no later than **30 April 2019 at 05:00 p.m.** local Thailand time to asia@tdh.nl