



Job Description

Position title: **Finance Officer**
 Country program: Thailand
 Responsible to: Provincial Coordinator
 Supervisory capacity: N/A
 Status: Full time

Brief of organization

American Refugee Committee is a non-political, non-religious, impartial and independent humanitarian-based organization. We see and help every person make meaningful change in the world – from displaced and marginalized communities to everyone and anywhere around the globe.

In Thailand, we have been delivering essential health services to migrants in more than 10 provinces – including Bangkok Metropolitan Administration – that are adjacent to Myanmar supported by USAID, Global Fund to fight AIDS, Tuberculosis and Malaria, as well as Stop TB Partnership.

Project description

The project entitled “*Stop TB and AIDS through Reach, Recruit, Test, Treat, Prevent & Retain (STAR-3)*” in 2021-23 is funded by Global Fund to fight AIDS, Tuberculosis and Malaria to provide AIDS and Tuberculosis related services to non-Thai migrants residing and/or working in 18 provinces in Thailand.

ARC is assigned to work in Ratchaburi province.

This is a highly labor intensive with limited resources project that needs to collaborate closely with various stakeholders which include government health institutions, community leaders, business owners, community networks, volunteers and others for achieving project objectives and targets.

ARC is a Sub-recipient under Principal Recipient Raks Thai Foundation and is assigned to cover Ratchaburi province.

Primary purpose of the position

Under the direct supervision of Monitoring and Evaluation Coordinator, the Finance Officer is responsible for the overall financial management and administrative matters of the project. This position is based in Ratchaburi province.

Primary responsibilities

% of time

Primary responsibilities	% of time
<p>1. Financial Functions</p> <ul style="list-style-type: none"> • Provides and clear staff cash advances in accordance with ARC and Global Fund/DDC policies and procedures. • Attaches a detailed advance report at the end of month to the monthly financial report transmitted to Finance Coordinator in Bangkok. • Be responsible for petty cash in compliance with ARC and Global Fund petty cash controls. • Manages cash flow for daily operations and emergency purposes. • Makes payments (cash/check) for all field activities, including reimbursements, supplies/ transportation costs and office/staff houses. • Withdraws money as proxy of the Program Manager as requested. • Prepares complete set of documentation for check payments--e.g., purchase order, invoice/delivery order, payee name, and terms of payment, securing signature of the Program Manager, verifying that the amounts on receipts expensed match the amounts in current account records and in current account statements received from banks. • Maintains files of current account bank statements, transmitting original statements to Finance Coordinator in Bangkok. • Completes monthly field finance report--cash count; bank reconciliation; advances; spreadsheet of expenses by account code, cash received, and cash balance; summary calculation of expenses by account code; program employee costs summary; extraordinary expenses summary; expense and cash projection for next month; documentation for any adjustments; related documentation. • Coordinates with project site bookkeepers related to disbursement of funds as well as to availability of funds for disbursement. • Coordinates with project site bookkeepers to collect finance documents with complete prescribed supporting documents for collation into her monthly reports. • Prepares the above monthly/quarterly field finance report for review and signing by the Provincial Coordinator/Project Manager and subsequent transmittal of complete report to the Finance 	<p>50%</p>



<p>Controller Bangkok on agreed schedule.</p> <ul style="list-style-type: none"> • Prepares written explanations and documentation for all requests for clarification or correction regarding financial reports. • Maintains complete finance records (soft and hard copies). • Notifies the Program Manager of any problems, concerns, feedback, or conflict of interest regarding financial matters. 	
<p>2. Accounting Functions</p> <ul style="list-style-type: none"> • Assures the accuracy of the monthly field finance report. • Prepares bank reconciliation; ensure that all banking records are correct and up to date. • Reviews receipts, purchase orders, purchase requisitions, hospital reimbursements and other documents to ensure accuracy of each transaction and the calculations. • Maintains accounting records (soft and hard copies). • Acts at all times in accordance with Thai law and standard professional accounting practices. • Maintains transparency and accountability in all ARC field financial operations accounts and transactions. 	30%
<p>3. Administrative/logistic Functions</p> <ul style="list-style-type: none"> • Responsible for managing project owned property, including maintenance of office facilities and service contracts. • Maintain a good filing system for all program and project related documents. Maintain and report office and fixed asset registration. • Assist in the preparation of field activities by purchasing required materials. • Prepare purchase request for office and field activities and ensure that purchases are made according to organizational policy; verify specifications of purchase order; consolidate for quotation or contact vendors to obtain price and availability of information. • Help the project staff rent vehicle/motorcycle for project activities. 	10%
<p>4. Other Functions</p> <ul style="list-style-type: none"> • Provide support to the Project Manager and Finance Controller based in Bangkok on matters relating to improvement of financial systems and procedures. • Assist the Project Manager in preparation of expense or budget projections as requested. • Track, monitor, and document equipment inventory in the field. • Performs other tasks as assigned by Provincial Coordinator/Project Manager. 	10%

Education, technical skills & knowledge required

1. At least obtaining a Bachelor degree in Accounting, Finance, Business Management, Business Administration or related field.
2. At least 3-year knowledgeable of the best practices in accounting and bookkeeping system.
3. At least 2-year experience in similar capacity, preferably in non-governmental organization.
4. Strong proficiency in Microsoft package – Excel in particular – and other electronic utilities (fax, scanner etc).
5. Prior 2-year experience in providing support through administrative matters and logistic arrangements.
6. Prior experience of Global Fund grants will be an added value.
7. Be detailed, compliance, flexible and oriented to accomplish multi-task in timely and proper manner.
8. Able to read, write and understand basic English.
9. Must be a Thai national.
10. Possess a valid driving license for vehicle and motorcycle.



KEY BEHAVIORS & ABILITIES

1. Can easily establish rapport with high level officials from Provincial/District Health Offices and Hospitals.
2. Has negotiating skills and abilities to promote the goals and objectives of program.
3. Has advocacy skills and abilities for coordinated TB/HIV care between the government and other NGOs.
4. Is able to maintain good working relationship with other staffs in the organization.
5. Shows respect to authority and recognize the hierarchy of decision-making in the organization.
6. Has dedication and loyalty to his/her organization as he/she is also representing the organization and is promoting the goals and mission of the organization.

Note: Base in Ratchaburi Province.