

Job Announcement

Position	Finance Associate
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> ▪ Starting from 17 July 2017 ▪ 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> ▪ USD 23,205 per annum gross (USD 1,785 per month + 13th month) will be offered in local currency (Thai Baht) ▪ Health, Dental and Accidental Insurance
Closing date	19 June 2017, midnight Bangkok Time (UTC+7)
Interview Dates	From 26 June 2017
About the Organisation	
<p>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.</p> <p>At present, it has 58 member organisations across 19 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.</p> <p>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.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
Duties and Responsibilities	
<p>Reporting to the Finance Manager, the Finance Associate shall complete the following tasks:</p> <ul style="list-style-type: none"> ▪ Verify expenses claims and ascertain that the requirement, supplies or services they refer to were duly received or provided before proceeding with the payment request, and maintain a filing system for vouchers. ▪ Prepare fund and cash advance for activities ▪ Prepare Payment voucher, Receivable voucher and Journal voucher. ▪ Update daily expenditures ▪ Prepare the cash accounting worksheet ▪ Maintain petty cash of finance ▪ Verify, correct and coordinate data entry into accounting system ▪ Review of financial documents submitted by programme officer/ managers to identify weaknesses or problem being encountered by staff and recommend corrective action. 	

Basic Qualifications and Selection Criteria

Education:

- Bachelor Degree in Commerce or Accounting

Selection Criteria: Essential

- At least two 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
- 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](#) and return the form by email **together with a self-introduction letter** and **two recommendation letters** to applications@forum-asia.org before **19 June 2017**, midnight Bangkok Time (UTC+7), using the subject line “Finance Associate application”. 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.