

## Job Announcement

<b>Position</b>	Finance Officer
<b>Location</b>	Bangkok, Thailand
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>▪ Starting from 15 November 2020</li> <li>▪ 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>▪ USD 27,300 per annum gross (USD 2100 per month + 13<sup>th</sup> month) will be offered in local currency (Thai Baht)</li> <li>▪ Health, Dental and Accidental Insurance</li> </ul>
<b>Closing date</b>	9 October 2020, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	From 15 October 2020
<b>About the Organisation</b>	
<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 81 member organisations across 21 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>	
<p>The Finance Programme oversees the financial resources of FORUM-ASIA and is in charge of the planning, organising, auditing and accounting of FORUM-ASIA's finances including donor related requirements.</p>	
<b>Duties and Responsibilities</b>	
<p>Reporting to the Finance Manager, the Finance Officer shall assist the Finance Manager in implementing the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Participate in the reconciliation of cash books and justification for any difference in reconciliation; prepare cash counts and to reconcile with the cashbooks on a monthly basis;</li> <li>▪ Compare cash books with bank statements to compute gain and loss in the exchange rate on a monthly basis and liaison with officials of local banks to obtain day-to-day information on exchange rates;</li> <li>▪ Preparation of financial tables, special reports and other ad-hoc reports. To ensure proper</li> </ul>	

coding and enter all transactions into FORUM-ASIA's accounting software;

- Assist the Finance Manager and the Donor Reporting Finance Officer in compilation, review and onwards submission of the financial report to the donor;
- Assist the Finance Manager and the Donor Reporting Finance Officer in producing monthly or quarterly reports on expenditure against consolidated annual budget, based on submitted quarterly or bi-annual donor reports and data on the accounts system, and to liaise with programmes to provide explanations of variances;

### Basic Qualifications and Selection Criteria

#### Education:

- Bachelor Degree in Accounting

#### Selection Criteria: Essential

- At least five 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 desirable
- 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](mailto:applications@forum-asia.org) before **9 October 2020**, midnight Bangkok Time (UTC+7), using the subject line "Finance Officer application\_NAME". 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.