

Job announcement

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| Position | Finance Officer |
| Location | Remote in Asia, with occasional international travels |
| Employment Duration | <ul style="list-style-type: none"> Start date: As soon as possible 2-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"> 30,030 USD per annum (2,310 USD per month + 13th month salary bonus) Comprehensive Health, Dental, and Accident Insurance |
| Closing date | 8 February 2023, 11.59PM Bangkok Time (UTC+7) |
| Interview Dates | 3 rd week of February |
| About the Organisation | |
| <p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 89 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu.</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and sustainable community of peoples and societies in Asia, where all human rights of all individuals, groups and peoples, without discrimination on any grounds, are fully realised in accordance with international human rights standards and norms. It does so by:</p> <ul style="list-style-type: none"> Building the capacity of its members and partners Bringing together activists and stakeholders to tackle human rights issues Protecting human rights defenders in Asia that find themselves in emergency situations Advocating for human rights at the national, regional, and international level | |
| Duties and Responsibilities | |
| <p>The Finance Officer, working under the supervision of the Human Rights Defenders (HRD) Programme Manager and in collaboration with the Finance Programme, will provide support for managing project grants within the HRD Programme. Specifically, the Finance Officer shall be responsible for the following tasks:</p> <ul style="list-style-type: none"> Preparing financial reports and documents as required by projects and donors supporting the HRD Programme. Overseeing the financial reporting of grants from funders supporting the HRD Programme. Monitoring the expenditures of project funds (including through occasional field visits) and assisting with cost and/or no-cost extensions of projects. Supporting budgeting for new projects within the HRD Programme. Facilitating the financial clearance of activities conducted by the HRD Programme. Ensuring bills and invoices submitted by project partners comply with project-specific financial requirements and those of FORUM-ASIA. Compiling financial tables, reports, and ad-hoc reports, ensuring proper coding and entry into FORUM-ASIA's accounting software. Providing administrative financial support for key activities organised by the HRD Programme as needed. <p>Other Responsibilities</p> <ul style="list-style-type: none"> Collaborating with the finance focal points of project partner organizations, providing guidance on compliance with FORUM-ASIA's and funders' financial requirements. | |

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| <ul style="list-style-type: none"> • Representing FORUM-ASIA in finance-related meetings at the national or international level for projects led by the HRD Programme. • Carrying out other relevant tasks and activities as assigned by the HRD Programme Manager. |
| <p>Benefits</p> <ul style="list-style-type: none"> • The opportunity to work with a multicultural team on various human rights-related projects. • Travel opportunities for missions within and beyond Asia, including attending international meetings for finance officers at the global level. • Development opportunities to grow and lead in financial management for human rights projects. |
| <p>Qualifications and Desirable Criteria</p> <p>Education</p> <ul style="list-style-type: none"> • Bachelor’s degree in finance, accounting, or related fields. <p>Experience</p> <ul style="list-style-type: none"> • A minimum of five years of experience in finance or accounting, with a focus on the non-profit sector. <p>Essential selection criteria</p> <ul style="list-style-type: none"> • Advanced proficiency in Microsoft Excel and experience with QuickBooks software. • Ability to work in a multicultural team and handle a fast-paced working environment. • Strong attention to detail and accuracy. • Fluent in written and spoken English. • Self-motivated and ability to work independently. • Willingness to learn and coordinate with different stakeholders. • Ability to travel within Asia and internationally. <p>Desirable selection criteria</p> <ul style="list-style-type: none"> • Experience of working in an international or regional human rights organisation. • Experience handling European Union or German Federal Government funded projects. • Knowledge of local language of a country where HRD Programme is implementing its activities (South Asia, Southeast Asia). |
| <p>Application Procedure</p> <p>To apply for the position of Finance Officer for the HRD Programme, interested candidates are required to fill out the Job Application Form, and submit it along with a self-introduction letter and contact information for two references by email to applications@forum-asia.org. The deadline for applications is 8 February 2023 at 11:59 PM Bangkok Time (UTC+7) and the subject line should be "Finance Officer (HRD Programme) Application_ YOUR NAME". Late applications will not be accepted.</p> <p>Shortlisted candidates will be notified and invited to participate in an online interview during the 3rd week of February 2023. The selection process may also include a written or practical assessment. Due to the high volume of applications received, only shortlisted candidates will be notified.</p> <p><i>All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability or veteran status are encouraged to apply.</i></p> |