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Call for Applications – Finance & Administration Assistant – THAILAND

Do you have experience in Finance and Administration and are passionate about taking an organisation to the next level in its activities in Thailand? Are you keen to make a difference and support an international organisation that works closely with human rights defenders (HRDs) around the world to protect their right to defend human rights?

If yes, this call for a Finance & Administration Assistant –Thailand might be for you! Please apply or forward this call to someone who may fit the profile. We'll be pleased to hear from you and explore our fit!

<p>Job Title: Finance & Administration Assistant – Thailand</p> <p>Location: Bangkok, Thailand</p> <p>Duration: 1 year, renewable upon funding</p> <p>Starting date: ASAP</p> <p>Line manager: Finance & Administration Officer – Thailand</p>

About PI

Protection International (PI) is an international NGO that contributes to the improvement of the protection of HRDs throughout the world. PI provides tools to develop HRDs' capacities to manage their own security as they work in favour of human rights in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

General objective of the position

The Finance & Administration Assistant plays a crucial role in providing support to PI in Thailand by managing financial and administrative tasks. This position requires a strong understanding of financial management, attention to detail, and the ability to handle multiple responsibilities in a fast-paced environment. This position requires frequent travel to various locations to assist the team working with community-based HRDs.

Duties & responsibilities

Financial management:

- Assist in maintaining financial records, including budget tracking, expense reports, and invoices
- Process financial transactions, including payments, reimbursements, and petty cash management
- Conduct regular financial reconciliations and assist in preparing financial reports
- Collaborate with the finance team to ensure compliance with financial policies and procedures
- Assist in budget planning and monitoring, as well as grant financial management

Administrative support:

- Provide general administrative support to the organization, including managing correspondence, maintaining files and organizing documents
- Assist in scheduling meetings, preparing agendas and taking minutes
- Support logistics for events, workshops and conferences, including venue bookings, travel arrangements and accommodation
- Help maintain office supplies inventory and coordinate procurement processes

- Assist in maintaining and updating databases, mailing lists and contact information

Compliance and reporting:

- Assist in ensuring compliance with legal and regulatory requirements related to finance and administration
- Support the preparation of reports for internal and external stakeholders

General responsibilities:

- Contribute to the development of the organisational security plan, update it and abide by it
- Observe the mandate of PI in all work carried out

Job requirements

Education

- Relevant university degree or similar work experience in finance, accounting, business administration or a related field
- Preferred relevant professional training courses (finances, ERP, Excel, finance and accounting tools)

Experience

- Minimum 2 years of experience in a similar role
- Proven experience in accounting or administrative support roles, preferably with an international NGO
- Experience with human rights organisations
- Preferred experience in an international work environment

Skills & knowledge

- Proficiency in using financial management software and tools
- Excellent organizational skills and ability to prioritize tasks effectively
- Strong attention to detail and accuracy
- Good interpersonal and communication skills
- Excellent organizational skills and ability to prioritize tasks effectively
- Ability to maintain confidentiality and handle sensitive information
- Strong interest in the human rights field (HRDs/ land rights /environmental rights / women's rights...) and/or international development sector
- Excellent analytical and writing skills
- Good communication skills and the ability to work in a very culturally diverse team
- Ability to work autonomously after initial training and guidance and excellence teamwork skills
- Sense of priorities and responsibilities
- Knowledge of human rights issues, HRDs and the nonprofit sector is preferred
- Familiarity with relevant legal and regulatory frameworks is a plus

Languages

- Fluency in English and Thai (written and spoken) is required
- Good knowledge of another ASEAN language is an asset

Other requirements

- Candidates should be Thai nationals or have a work permit for Thailand

What we offer

- First-hand experience in the protection of HRDs
- An open, friendly and multicultural work environment
- A people focused and collaborative way of working both within the unit the post sits under and with other teams
- A great deal of respect for autonomy, room for creativity, innovation and learning
- Depending on experience, a gross salary of THB 21,000, health insurance, six (6) days leave per year worked, including National Labour Day as specified by the Minister and two extra weeks of holidays (last week of December and first week of January)

Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV (without a picture) and cover letter, in English, **by 2 February 2025** to recruitment.thailand@protectioninternational.org, mentioning “F&A Assistant” in the subject line
- Include your name in the file name of your application documents, e.g. Maria_Smith_CV.docx
- Submit the names and contact details of two references together with your application
- Do not attach any certificates or references at this stage of the recruitment process

Later in the process, professional references will be requested. The position is subject to background checks, and the final candidate will be required to understand and sign PI’s Code of Conduct and Conflict of Interest.

Applications will be reviewed on a rolling basis and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as much as we can. However, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates.

For further information about the role, please contact recruitment.thailand@protectioninternational.org

PI is an equal opportunity employer. The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements, recruitment and other conditions in our search for candidates, preventing discrimination against any candidate on the basis of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or expression.

Adhering to PI means complying with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Child Safeguarding Policy, and Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

PI’s values are:

- Solidarity / Collaboration: We are committed to stand with W/HRDs and their struggle to strive for world-wide solidarity that goes beyond borders and identities.
- Grassroots ethos: We are committed to identify the needs of W/HRDs and their communities, to adapt to their realities (cultural, historical, economic, etc.), to value their work and to support their initiatives.



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- **Commitment to human rights:** We believe that the respect of human rights will contribute to a more just global society, where everybody has the right to defend human rights and fundamental freedoms without discrimination based on their identity, nor fear of threats and attacks.
- **Participatory decision-making:** We promote the respect and participation of everyone in the decision-making process, and value collaborative decision-making processes. We are committed to horizontal and active listening - recognising the value in diversity of skills and ideas.
- **Accountability and integrity:** We are committed to share with others (both internally and externally), what we do, as an exercise of transparency that reflects a reliable and credible organisation, fostering trust amongst our partners. We maintain a zero tolerance policy on corruption.
- **Creativity / learning:** We are committed to reflecting on our individual and collective practices; learning from our mistakes; being open to new ideas and ways of working; sharing internally in order to learn; innovating and improving our level of understanding; and putting into practice and sharing externally in order to contribute to the work of others.

Further information about PI is available on www.protectioninternational.org.