

## Call for Applications – Finance & Administration Officer – 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 Officer –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!*

**Job Title:** Finance and Administration Officer – Thailand

**Location:** Bangkok, Thailand

**Duration:** One (1) year contract, renewable

**Starting date:** ASAP

**Direct Line manager:** PI Representative in Thailand

**Technical referent:** Finance and Administration Officer at the Global Team

### 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.

PI has its global office in Brussels, but primarily works where protection of HRDs is needed. PI has long-term presence in several countries of Africa, Asia and Latin America.

### General objective of the position

The Finance and Administration Officer 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

**Main responsibilities:** the Finance and Administration Officer is in charge of administrative, financial and logistical tasks. S/he shall be responsible for ensuring that the PI Thailand office functions optimally. S/he is liable to both PI's Representative in Thailand and to PI's Head of Finance & Administration Unit in Brussels. S/he will oversee the finance and administration of staff members based in Thailand.

**Finance tasks:**

- Develop and oversee the annual budget while closely monitoring financial expenditures
- Be responsible for the follow up of cash management
- Coordinate and manage the monthly payroll process
- Co-sign together with PI's Representative in Thailand (or any other officially entrusted personnel) the authorization of expenditures after verification of planned and budgeted expenses
- Compile monthly financial and management accounting reports and send them to PI's Global team
- Maintain cash books, cheque register for all bank accounts and produce monthly reconciliation statements for each account
- Ensure effective accountability of all finance disbursements/remittances
- Monitor and advise on the financial status of various projects and programs
- Advise on any accounting procedures, policies, directives and laws that accrue to non-profit organizations in Thailand.

**Administrative tasks:**

- Be in charge of in- and outgoing post
- Keep track of all dates and terms of possible contracts (rent, vehicle, insurance, maintenance, etc)
- Organize the filing of all PI documents and archives
- Train staff in relevant financial/expenditure reporting related to their responsibilities as well as other administrative, financial or logistics responsibilities they may have
- Support and coordinate with UCL
- Provide logistical assistance to PI staff, interns and volunteers, including helping them settle in Thailand.

**Human resources management:**

- Help prepare work contracts according to instructions from the Head of the Finance & Administration Unit in the Global Team
- See that all personnel files are complete
- Control and manage the presence and absence of employees (sick leaves, annual leaves, maternity/paternity/parental leaves, compassionate leave)
- Check and approve all documents prepared by the administrative officer/accountant in the Global Team for the payment of salaries of staff and present them to PI's Representative in Thailand for signing
- Edit salary sheets for the signature of PI's Representative in Thailand
- Make payments of all required taxes when applicable.

**Logistical tasks:**

- Take care of office maintenance and purchase of needed stationaries and assets
- Be in charge of the maintenance and inventory of all purchased items
- Manage contractual negotiations and agreements with suppliers and service providers
- Co-ordinate with office staff on logistics for trainings and workshops
- Help organise meetings, travel logistics within Thailand for PI representative and staff.

**General tasks:**

- 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 or business school degree in finance, management, or relevant similar experience
- Preferred master's degree in Programme Cycle Management and Donor Relations
- Preferred relevant professional training courses (HRDs, humanitarian and development sector, management, etc.)

### Experience

- Minimum of 5 years of experience in a similar role
- Demonstrated practical experience in project management
- Proven experience as a Finance Officer, preferably with an international NGO
- Experience in using the Accountancy Software QuickBooks, Sango, and ensuring accurate and timely financial report
- Previous experience in finance, accounting or administrative support roles
- Experience in donor agreements, staff contracts, tax and procurement policies
- Experience in financial control: budget planning and controlling, managing advance payments, disbursements and preparing donor reports
- Experience in preparing institutional and project audits
- Experience in managing implementing partners related to finance matters
- Experience in managing internal control for organizational accountability

### Skills & knowledge

- Highly organized / good time management
- Advanced skills in computer productivity applications (Word, Excel, PowerPoint and Outlook)
- Enthusiastic, self-starter who is able to work autonomously, under pressure, in decentralized teams, and think outside the box
- Demonstrated capacity to orally communicate clearly and effectively to a wide range of expert and non-expert audiences
- Solid understanding of financial management principles and practices
- IT security management skills are an asset
- Sound decision-making in line with functions
- Knowledge and practice on gender equality and open mind on diversity
- Strong time management skills and the ability to prioritize
- Strong attention to detail and accuracy
- Ability to maintain confidentiality and handle sensitive information
- 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

- The possibility to gain first-hand experience and knowledge on strategies to support HRDs and grassroots movements globally – and to contribute to these strategies
- An open, friendly and multicultural work environment
- Respect for autonomy, room for creativity, innovation and learning
- A people focused and collaborative way of working both within the unit the post sits under and with other teams
- One year fixed-term contract, renewable, for 40h/week
- Benefits include: gross salary of 50 000 THB/month, 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 10 January 2025** to [recruitment.thailand@protectioninternational.org](mailto:recruitment.thailand@protectioninternational.org), mentioning “Thai F&A Officer” in the subject line
- Include your name in the file name of your application documents, e.g. Mary\_Smith\_CV.docx
- Submit 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 contacted. 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.indonesia@protectioninternational.org](mailto:recruitment.indonesia@protectioninternational.org)

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**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 worldwide 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.
- 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](http://www.protectioninternational.org).