

## POSITION VACANT

### FINANCE MANAGER

#### ASIA PACIFIC REFUGEE RIGHTS NETWORK

The Asia Pacific Refugee Rights Network (APRRN) is an open and growing network of more than 350 civil society organisations and individuals from 28 countries, committed to advancing the rights of refugees in the Asia Pacific region. The network is supported by a secretariat of six staff, based in Bangkok.

Our members are diverse, including service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community-based organisations and refugees themselves. Almost all APRRN members are civil society groups working in their specific local contexts, lobbying their governments for changes in policies and legislation to protect the rights of refugees.

APRRN's vision for the Asia-Pacific region is one in which all people affected by displacement and statelessness have equal and adequate access to assistance and protection, and to timely durable solutions as needed. Our goal is to work towards a future in which refugee communities, civil society, States, UNHCR and other actors collaborate effectively towards the common purpose of protection.

#### POSITION DETAILS

<b>Position title:</b>	Finance Manager
<b>Salary:</b>	70,000 Thai Baht per month
<b>Benefits:</b>	Provident fund, Social Security Fund, dependent children education support, OPD
<b>Work Location:</b>	Bangkok
<b>Hours:</b>	Full-time (40 hours per week)
<b>Length of role:</b>	One-year contract with potential for renewal, subject to funding and performance. A three-month probation period will apply.
<b>Further information:</b>	Please visit our website at <a href="http://www.aprrn.info">www.aprrn.info</a> for further information on APRRN. For further information on the position please email <a href="mailto:jobs@aprrn.info">jobs@aprrn.info</a>
<b>How to apply:</b>	Please send your application as a Word or PDF document to <a href="mailto:jobs@aprrn.info">jobs@aprrn.info</a> with the subject line "Application: APRRN Finance Manager". The application should include: <ul style="list-style-type: none"><li>• a CV of maximum 2 pages;</li><li>• a cover letter addressing the selection criteria (maximum 2 pages);</li><li>• contact details for three referees.</li></ul> Please make sure these are saved in <u>one document</u> and the title of the document is Application_FM_(Your full name).
<b>Applications close:</b>	<b>November 2<sup>nd</sup>, 2018 (12 PM Bangkok time)</b>

## **KEY ACCOUNTABILITIES**

- Review and maintain all organisational accounting systems
- Maintain and report on all transactions on all bank accounts, including monthly bank Reconciliations
- Support the organisation in controlling expenditure according to financial regulations of donors
- Support the organisation in developing annual budgets
- Provide regular financial reports to the Secretary General / Operations Coordinator and the Board
- Prepare financial reports for donors as well as budgets
- Ensure compliance with organisational accounting standards under Thai law including external audits
- Assist the organisation in ensuring financial policies and guidelines are up-to date and implemented
- Review financial policies and guidelines as needed
- Prepare related documents for the foundation

## **KEY SELECTION CRITERIA**

### **Education**

- Bachelor's degree in accounting

### **Required**

- At least 5 years of working experience in accountancy
- Solid working experience with NGOs and Foundations as well as familiarity with the operational and legal environment for NGOs and Foundations in Thailand
- Demonstrated experience in working with donors (foundations, UN agencies, government agencies)
- Demonstrated ability to work with accounting systems like Quick Book
- Strong understanding of accounting practices and annual audits
- Technical aptitude and expertise with a variety products (including knowledge of Microsoft Office i.e. Word, Excel, PowerPoint)
- Proven ability to provide reports and develop budgets
- Advanced spoken and written English language skills
- Excellent spoken and written Thai language skills
- Ability to work in a multicultural setting
- Reliable, self-motivated, disciplined, positive in outlook
- Able to work under pressure and to meet deadlines
- A demonstrated commitment to the values of APRRN