



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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Call for Application for Assistant Finance Officer (Contract-based)

Position: Assistant finance officer (Contract-based)

Duration of the Contract: 1 year contract with a minimum 3 months' probation period and possibility of renewing the contract annually subject to satisfactory performance and availability of funds

Reports to: Finance Manager, Finance Unit

Station: AIPP Regional Secretariat Office, Chiang Mai, Thailand

Date of Announcement: 1 December 2022

Deadline for submission of the application: 20 December 2022

A. Roles and Responsibilities of the Assistant Finance Officer:

1. Ensure timely and effectively processing the bank transactions including withdrawals and payments with proper authorization and approval with all supportive documents.
 - Ensure all the expenditure requests are within the budget before forwarding them for approval
 - Prepare and make sure the cheques are signed in accordance with approved procedures.
2. Act on and ensure the expenditure requests are within the budget before forwarding them for approval
3. Prepare the cheques and ensure that these are signed in accordance with approved budget and appropriate procedures
4. Handle transfers of funds to partners/members, suppliers, service providers including staff salary.
5. Record all income received, scanned, and send to the concerned parties in a timely manner.
6. Deposit all funding from donors, contributions, membership fees and other fees received with the corresponding bank accounts.
7. Handle revolving THB cash fund as per guidelines.
8. Prepare the form for withholding tax on salaries and social insurance remittances every month and submit these to the corresponding government agencies.
9. Obtain certification from the bank-on-bank balances for attachment to the application for visa of expatriate staff.
10. Adhere to AIPP's financial policies and procedures
11. Perform additional duties when required, including related clerical works
12. Any other task assigned by the Finance Manager and the Management.

B. Required Skills and Qualifications:

1. Level of education: Bachelor's degree (Finance and Accounting)
2. Person must be an Indigenous Person (Tribal person) from Thailand.
3. Computer literate including the use of Microsoft excel

C. Experiences:

1. Minimum one year of relevant experience in finance and accounting, preferably with NGOs in Thailand.
2. Experience of working on human rights issues or with Indigenous Peoples/communities would be preferable.

D. Skills and Abilities:

1. Fluent in English & Thai speaking and writing.
2. Positive attitude and ability to work in a multi-ethnic/social environment.
3. Flexible and able to multi-tasking and work under pressure.
4. Negotiation skills.

Salary rate shall be based on qualifications, experiences and on prevailing rates of regional NGOs based in Thailand

Interested Indigenous Person's from Thailand can apply (indicating ethnicity) with updated CV including at least two references with their complete contact details (email address and, phone number) by **20 December 2022** to following email addresses: munni@aippnet.org and apinfina@aippnet.org

Priority will be given to AIPP members and indigenous applicants from Thailand.

For more information on AIPP, please visit our websites: <https://aippnet.org/>