



## ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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### Call for Application for Finance Officer

**Position:** FINANCE OFFICER

**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 Finance officer:**

1. Maintain QuickBooks (daily data entry)
2. Checks and compares the balances of cash in bank per Quickbooks against bank statement monthly.
3. Provides the necessary document to Senior Finance Officer in preparation of monthly bank reconciliation.
4. Prepare monthly financial report for submission to the programme coordinator including recording all income/grants received and transfers, scans and send to the concerned parties.
5. Ensure accurate and timely review of the budget versus actual cost of project and operations in coordination with the programme staff and concerned finance staff.
6. Prepare the quarterly financial reports of responsible projects and submits these to the Finance Manager for consolidation.
7. Maintain proper financial documentation of specific assigned projects.
8. Orient the partners on Finance policies and procedures for new projects in consultation with Finance Manager as needed.
9. Conduct financial monitoring in consultation with Finance Manager as required
10. Perform additional duties when required, including related clerical works.
11. Any other task assigned by the Finance Manager and the Management including necessary finance documents.

#### **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 and familiarity on using Quick Book accounting software.

**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.

**E. Remuneration and benefits include:**

1. Competitive salary and benefits including 13<sup>th</sup> month pay
2. Housing and communication allowance.
3. Health Insurance including annual executive medical check-up
4. 17 days annual Paid holidays
5. Provident Fund

*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](mailto:munni@aippnet.org) and [apinfina@aippnet.org](mailto: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/>