

Terms of Reference

1. POSITION DETAILS

Position Title	:	Accounting and Administrative Officer
Contract Period	:	1 year, (Renewable based on performance and availability of fund)
Reports to	:	Executive Director
Location	:	APCOM Secretariat Bangkok, Thailand

2. ABOUT APCOM

APCOM is a not-for-profit regional organisation based in Bangkok, Thailand, representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also address other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

3. ROLES AND RESPONSIBILITIES

Performs reconciliations, analyses, and prepares journal entries and various reports for all bank accounts. These will work closely with management teams to accurately record budget allocation, assist with monthly and annual general ledger closings, and generate standard financial statements. They will also compile information to be given to external auditors as part of an annual audit. Performs other accounting duties, and reporting for various external sources.

The scope of work of this position includes, but is not limited to, the following activities:

3.1. General

- Document financial transactions by applying invoices against a chart of accounts and Donor Budgeting.
- Verify, allocate, post and reconcile transactions
- Substantiate financial transactions by auditing documents
- Full charge bookkeeping including all month and year end journal entries.
- Examines Bank Statement and reconciling them with General Ledger Entries.
- Maintain and Reconciled the Fixed Assets system and associated depreciation Journal Entries.
- Preparing Local Withholding Tax requirement such as PND 1, 3, 53 and other.

3.2. Budgeting

- Maintain and recorded budget information into system.
- Allocate expenses accurately.

3.3. Financial Procedure & Controls

- Maintains accounting controls by recommending policies and procedures.
- Reviewed, establish as needed and monitor internal financial controls.
- Coordinate and Document Manage for annual audit process in collaboration with External Auditor.

3.4. Monitoring & Report Analysis

- Generated Monthly and Annual standard financial reports such as balance sheet, Profits and Loss, statement of financial activities and other report.
- Analyze and monitor fund and cash balances project
- Accurately analyze financials as requested.

3.5. Administration

- Gathering monthly leave form and also record in the system
- Gathering monthly timesheet from staff and record in the system
- Processing monthly payroll process, tax, social security for sign off
- Assist in gathering necessary papers for ex-pat staff for their work visa and work permit application/renewals
- Checking monthly petty cash
- Provide administrative support to the operations team
- Support other tasks as assigned by the supervisor

3.6. Institutional

A. Work Environment:

- Encourage team environment within the workplace.
- Team members help each other succeed by providing expertise on different projects and duties to accomplish the each other's objectives and reach organisation's goals.
- Actively cultivate working environment which strengthen relationship, trust and teamwork, and increase knowledge and understanding amongst the staff (e.g. initiating informal learning groups, breakfast discussions, organising out-of-office or recreational activities, etc.)

B. Strategic Direction:

- Participate in and contribute to organisational reviews to identify strengths and gaps and to evaluate overall organisational effectiveness in achieving its Strategic Framework: TENACITY 2018-2020;
- Actively contribute recommendations based on lessons learned in implementing projects, and observed emerging regional and global trends in funding landscape and advocacy
- Lead in, participate and contribute to fund mobilization efforts including through proposing innovative ideas for potential projects, or identifying advocacy or intervention gaps at country or region level where APCOM can address;
- Regularly update the organisation's directory of partners at all levels and actively seek out missing information
- Actively seek out information on programming and interventions, and changes on trends at country levels;

C. Communications and Engagements:

- Develop and/or contribute content to promote organisation's projects and activities in monthly Newsletters, social media platforms and e-list serves;
- Actively seek out, establish, and maintain effective relationships with communities and networks of key populations, civil society organisations, technical institutions, and relevant stakeholders at country and regional levels;
- Grow and leverage relationships and partnerships with communities and networks of key populations,

civil society organisations, technical institutions, and relevant stakeholders at country and regional levels, which can contribute to the strategic direction of the organization;

- Duly represent APCOM in meetings, technical working groups, and conferences in the areas of research and strategic information, demand generation and behavioral change communications, human rights and SOGIESC, and capacity building and technical assistance;

4. KNOWLEDGE AND SKILL REQUIREMENTS

Education:

A university degree in accounting, international financing business administration, development studies or other related studies

Experience:

- A minimum of three-year working experience in accounting experience.
- Knowledge of accounting standard in a service sector and/or non-profit context.
- A good knowledge of Thai laws and regulations that have an impact on financial analysis and management controls;
- Experience of working in a non-governmental organization (NGO) and an international organization;
- Good communicating (Writing, Reading, Speaking) in English
- Thai nationality

5. Key Behaviors and Abilities

- Ability to work efficiently under pressure, with limited day-to-day support with a sense of humor, and a willingness to take on different projects and tasks as need arises.
- Basic written and verbal communication skills in English with an ability to communicate in another Asian language preferred
- Excellent time management and ability to produce outputs as per agreed deadlines
- Well-developed professionalism, tactfulness, personal discipline and impartiality
- Ability to work as part of a team, sharing information and coordinating efforts within the team
- Ability to solve problems and work independently
- Ability to adapt to effectively working in multi-cultural environment

Language:

Demonstrated in both Thai and English (reading, writing and speaking)

Although not essential, APCOM encourages applicants identify as one of the key affected populations for HIV (gay man, bisexual man, MSM, transgender person and/or people living with HIV) or LGBTIQ.

Approved

Executive Director

September 2020