

1. Position Details

Position Title	:	Finance Officer (Thai Nationals only)
Contract Period	:	12 months (Renewable based on performance) with 3 months' probation.
Reports to	:	Executive Director
Location	:	APCOM Secretariat Bangkok, Thailand

2. About APCOM

[APCOM](#) is a not-for-profit regional organization based in Bangkok, Thailand, representing and working with a network of individuals and community-based organizations 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 people and communities of diverse SOGIESC across Asia and the Pacific.

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.

More information about APCOM can be accessed [here](#)

3. About the Position

3.a. Finance Officer

The Finance Officer will assist in all financial matters relating to implementation of the projects of APCOM. S/he will be mainly responsible for preparing financial progress report, project account, statement of expenditures and other related financial reports as required by the Donors/ Funders. The finance officer will closely work with the project managers of APCOM in both preparation and regular reviews of the project budget.

3.b. Duties and Responsibilities

Secretariat finance and accounting

- Provide leadership in terms of improving financial system, policy and procedures for the organisation
- Provide regular over updates of organisational finances to the management team, and the regional advisory group.
- Ensure improvements of internal control and policies.
- Provide the payment of supplier and staff advance and reimbursement expenses (check/money transfer/petty cash) and received and get it authorized.
- Review and manage withholding tax reports PND 3,53, 1, 55 and other submit to The Revenue Department.
- Maintain up to date records accounting transactions in to the QuickBooks system.
- Control bank AR/AP, bank reconciliation and month/year end closing.
- Fixed asset control (work closely with operations team).
- Assure the security of finance, payroll, and accounting records.
- Attend and participate in project meetings and give input to financial related matters

- Notify the supervisor/management of any problems, concerns, feedback, or conflict of interest regarding financial matters.
- Working with the team to help with project management and prepare for reports/audits.
- Other tasks assigned by supervisor.

Budgeting and Reporting

- Work with management and project team to support budgeting and maintain budget information into system.
- Prepare monthly/quarterly/yearly financial reports as per donor requirements, ensuring it is complete, accurate and produced on a time to ensure adequate review, approval and submission to the Project Manager.
- Work with the project team to ensure that all donor related information is disseminated to project, finance and logistics staff as well as partners to enable them to abide by donor rules and regulations.
- Prepare and consolidate monthly invoice and expense projection. Analyze differences between the projections and actual spending and submit adjustments as required.
- Ensure financial reports are produced in compliance with donor policies and requirements.
- Monitor cash flow, prepare cash flow forecasts (consolidate with partners).

4. Knowledge and Skills Requirement

Education:

- The Finance Officer must have a minimum of bachelor's degree in Accounting or Finance or Business Management, Public Administration or other relevant field.
- Ideal applicant must have a minimum of five years of work experience in public sector financial management

Experience, skills and knowledge required

- Experience working in and/or with non-profit organisations;
- Ability to multi-task and work under pressure, with limited day-to-day support and a willingness to take on different projects and tasks as need arises.
- Good communication skills;
- Good writing skills;
- Excellence command over Microsoft word, excel, power point and other financial computer applications
- Thai nationals only

PREPARING YOUR APPLICATION:

If you think you have the passion, skills and qualifications for this position and would like to join our team please prepare your application, by addressing each point listed in section 4 '**Knowledge and Experience Requirements**' in the above position description/brief. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate the knowledge and skills required for this position in their application will not be invited to attend an interview.

Please attach this application along with your CV, covering letter and proposed monthly rate and submit to the APCOM Secretariat by emailing JoinUs@apcom.org no later **18:00 GMT+7 on 12 May 2022**.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview. The shortlisted candidates will undergo an online written test and oral interview.

SUBMISSION CHECKLIST:

Please ensure that you have attached and included the following information to ensure your application is complete.

1. Complete application (addressing each of the points in Section 4: 'Knowledge and Experience Requirements')
2. CV with 3 references
3. Cover Letter (Please include proposed monthly salary in THB)

For questions or enquiries for the position, please contact the recruitment focal point at operations@apcom.org