

Terms of Reference

1. POSITION DETAILS

Position Title	:	Finance Officer (Part Time – Thai National 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. ROLES AND RESPONSIBILITIES

Finance Officer will lead the Finance Team and provide strategic direction to the finance team members that focus on the timely and accurate achievements of the finance-related tasks. This post holder will be responsible for maintaining a sound financial and accounting system and controls for the organization in compliance with organizational and donor policies and requirements.

The Finance Officer is expected to report to work 3 days a week preferably every Mondays, Wednesdays and Fridays from 9:00am to 6:00pm. However, workday schedule is negotiable. The scope of work for this position includes, but is not limited to, the following activities.

3.1. Budgeting and Reporting

- Work with management and project team to support budgeting and maintain budget information into system.
- Prepare monthly Budget vs Actual (BVA) and flag out risk areas.
- Support project team or the budget holder in all of the budget preparation work.
- Provide information, training to all newly appoint/assigned budget holders on budget management and planning and budgeting 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.
- Ensure financial reports are produced in compliance with donor policies and requirements.

3.2. Secretariat finance and accounting

- Lead to improve the financial system, policy, and procedures for the organization.
- Scrutinize the payment of supplier and staff advance and reimbursement expenses (check/money transfer/petty cash) and received and get it authorized.

- Monitor up to date records accounting transactions into the QuickBooks system.
- Notify the supervisor/management of any problems, concerns, feedback, or conflict of interest regarding financial matters.
- Assure the security of finance, payroll, and accounting records.
- Other tasks assigned by supervisor.

3.3. Work Environment:

- Work together as a team and encourage team environment within the workplace.
- Motivate the team members to help each other succeed by providing expertise on different projects and duties to accomplish each other's objectives and reach the organisation's goals.
- Actively cultivate a working environment that strengthens the 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.)

3.4. Strategic Direction:

- Participate in organizational reviews and assessments and identify strengths and gaps in finance-related matters.
- Assess organizational effectiveness and provide direction on finance-related matters to achieve organizational Strategic plan.
- Based on the lessons learned and emerging funding situations at the global and regional level, provide strategic direction or advice to strengthen the organizational finance system and resource mobilization.
- 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;
- Actively seek out information on programming and interventions, and changes on trends at country levels;

5. KNOWLEDGE AND SKILL REQUIREMENTS

Education:

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

Experience:

- A minimum of 5 years working experience in financial background or equivalent professional level or any other related positions
- Managing/training and supervising a team
- Comprehensive knowledge of the concepts, practices and procedures relating to accounting, financial controls and financial information systems;
- 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 communication (Writing, Reading, Speaking) in English and Thai.
- Proficiency in computer use with various software packages
- Thai nationality

3. 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.
- 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 a diverse 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.

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 24 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 you 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