

Terms of Reference

1. Position Details

Position Title	:	Finance Officer
Contract Period	:	1 Year – 1 st January 2024 to 31 st December 2024 (Renewable based on performance and availability of fund)
Reports to	:	Senior Finance Officer
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 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.

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. ROLES 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

- Prepare invoice, payment voucher, receipt and other financial documents relating to the project and ensure proper document filing
- Review and ensure up-to-date and accurate financial transactions recorded into the QuickBooks system
- Monitor and verify the partners' project expenses against the approved budget, review financial reports and prepare grants/imbursement process
- 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
- Work 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)

3.1. 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
- 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 SKILLS REQUIREMENTS

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

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 Skill Requirements’ in the above position description/brief in your cover letter. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criterion separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate that they meet the requirements and failure to submit the concept note will not be invited to attend an interview.

Please attach this **application** along with **your CV, covering letter stating your proposed monthly rate** and submit to the APCOM Secretariat by emailing JoinUs@apcom.org **no later than** (*please see the closing date on APCOM’s website*).

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.

SUBMISSION CHECKLIST:

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

CV with 3 references

Application addressing each point listed in Section 4 ‘Knowledge and Skill Requirements’

Cover Letter

(Please explain how you meet the qualifications outlined in this Terms of reference, and why you consider yourself appropriate for the role. Please include proposed monthly salary in Thai Baht)