



## Philanthropy Connections

**Mission:** to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

<b>Job Title</b>	Finance and Accounting Officer	<b>Application Deadline</b>	May 31, 2018
<b>Job Location</b>	Chiang Mai, Thailand	<b>Industry</b>	Non-government organisation (NGO)
<b>Employment</b>	Full-time	<b>Report to</b>	Associate Director
<b>Hours</b>	40 hours / week	<b>Employment Type</b>	1-year renewable contract

### Job Profile

Philanthropy Connections Foundation (PCF) is a Dutch-Thai non-profit organisation that supports people in vulnerable situations. We work in partnership with local organisations in Thailand, Cambodia and Myanmar to address the real needs within communities. PCF is seeking a full-time Finance and Accounting Officer to join our team at our Chiang Mai office.

Interested applicants should send an email to [lani@philanthropyconnections.org](mailto:lani@philanthropyconnections.org) that includes a cover letter and CV, and should reference "Finance and Accounting Officer opening" in the subject line.

### Job Description

#### Primary Role

The Finance and Accounting Officer will be responsible for the day-to-day and monthly finances and accounting for the organisation. The Finance and Accounting Officer will work closely with the Executive Director and Projects Departments, and will ensure that accounting practices are performed in compliance with established PCF financial practices, as well as NGO accounting standards in Thailand.

#### Secondary Role

To prepare the annual budget and annual audit, and develop other financial reports as needed for the smooth running of projects and donor support.

#### Duties and Responsibilities

- Manages the bookkeeping, bank accounts and cash flow of the organisation, including payroll, project payments, office expenses and taxes.
- Performs monthly bank reconciliation with income and expenditures from donors, sponsors, office expenses and project payments.
- Prepare monthly income statements, balance sheets, cash flow statements, bank reconciliations and other related reports for internal and external use.
- Prepare and submit our annual financial report for auditing.
- Work with Management and the Projects department to develop an annual operating budget.



### Job Description (continued)

- Prepare, advance and clear all expenses for staff travel.
- Assist the Projects Finances Coordinator in preparing budgets for project proposals.
- Communicate as needed with our Dutch accountant to ensure uniform bookkeeping. Knowledge of local finance and accounting systems, standards and practices.
- Ensure that all financial transactions are consistent with policies and regulations of PCF and the government of Thailand.
- Work with PCF Management to address other financial needs as they arise.

### Qualifications

#### Desired Background

- Degree in finances, accounting, business administration or related field.
- At least 2-3 years of work experience in a financial or accounting field.
- Knowledge of local finance and accounting systems, standards and practices.
- Previous experience working in a Thai NGO preferred.
- Familiarity with Quickbooks or e-banking preferred
- Comfortable communicating in a Thai-English office.
- Thai national.

