



Hello from Friends-International Thailand

## We're looking for a **FINANCE ASSISTANT**

Are you feeling stuck in a routine finance job? Up for a challenge? Would you be excited to provide support to our teams in Thailand so they can build futures for marginalized children and youth??

If you answered 'yes' to any of the above, then you may just be the person we need.

### **WE ARE**

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfill their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

### **THE ROLE**

As part of the Friends-International Thailand team, based in Bangkok, you will provide support for our program in Thailand, called Peuan Peuan. As a Finance Assistant, you will report to the Finance Manager and work closely with the management team, and our field teams in Bangkok, Chonburi, and Aranyaprathet. You will support all teams in our mission to save lives and build futures for marginalized children, youth, and caregivers by providing a strong support system in the Finance team, with transparency and accountability at all levels and make sure that all financial transactions are compliant to the policies, guidelines, and procedures. You will be responsible for general financial assistant tasks such as cash and bank management, processing vouchers and filing, QuickBooks data entry, and audits. Through this work, you will have a chance to work with donors, banks, government officials, auditors, and other suppliers. This is an exciting opportunity to be part of a team that assists FI in its successful operation. You'll be involved in a great variety of carefully integrated projects, including child protection, drugs, health, education, alternative care, employment, and many others together with more than 400 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe! This would be a perfect role for someone who already has some working experience and is willing to learn and grow in an international working environment!



## Does this describe you?

- You are knowledgeable about financial procedures and other calculations that will be used to assist with basic financial tasks.
- You have prior experience with cash and bank management duties.
- You have excellent data entry skills and are detail-oriented with data processing related to Bookkeeping and QuickBooks.
- You are good at paying attention to detail and have the ability to spot numerical errors.
- You have knowledge of Microsoft Office (MS-Word, MS-Excel) Email and other financial packages
- You must be a native Thai speaker who has good communication skills, both written and verbal, in English as well.
- You are friendly, outgoing and enjoy working directly with people.

## These would be examples of some of your daily responsibilities. Would you enjoy them?

- Preparing the Balance Sheet report and sending it to the Finance Manager.
- Reconciling and sending the AR and AP transactions for the month including the supporting vouchers for all Friends International Programs Finance.
- Preparing the monthly tax payments and Social Welfare payments in a timely manner.
- Maintaining bank and cash accounts – issuing advances, expenses (after relevant approvals) and receiving all income.
- Ensuring that the voucher filing system is up to date; allowing for easy and quick access to all voucher and that they are filed according to their respective sequential number.
- Ensuring that vouchers are encoded on a day-to-day basis for all financial and accounting data in the existing accounting systems.
- Carrying out timely and accurate QuickBooks data-entries with the correct account codes, budget lines, and projects to ensure that financial reports are prepared in respect to their deadlines.
- Maintaining all internal control systems to prevent, reduce, or detect errors and/or fraud.
- Other responsibilities needed by the Finance Manager.

Sounds good!/? Great! Please email your CV with your Cover Letter and salary expectations now to [hr.thailand@friends-international.org](mailto:hr.thailand@friends-international.org) and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

*Friends team*

A thick, blue, hand-drawn style brushstroke that starts under the word 'Friends' and extends to the right, ending under the word 'team'.