



Hello from Friends-International Thailand

We're looking for a

FINANCE / ADMIN ASSISTANT

Are you a fresh finance/accounting graduate or have you recently started your career? Would you be excited to provide administrative and financial 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 Peuan Peuan program has been successfully run in Thailand since 2006. Our vision is a world where all children, young people, and their caregivers are safe from harm and have access to education, training, and job opportunities to reach their full potential.

To make this vision a reality, our teams in Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe work closely with a strong network of partners to deliver innovative services for children, youth, their families, and their communities.

THE ROLE

As part of the Friends-International Thailand team based in Bangkok office (near Sukhumvit 36), you will support both finance and administrative functions to ensure smooth daily operations. Working closely with the Program Director, Finance Manager, HR/Admin Technical Coordinator, and program teams in Bangkok and Pattaya, you will:

- Assist with financial transactions and maintain accurate records
- Support compliance with administrative and financial policies and procedures
- Handle general office administration and logistics
- Assist with HR-related tasks and staff support



Does this describe you?

- You are a dynamic team player with a passion for protecting and educating marginalized children, young people and their families
- Interested in finance procedures; experience in bookkeeping or a relevant graduate background
- Good computer skills (Word, Excel, email) and willing to learn accounting software
- Friendly, organized, detail-oriented, and accurate in your work
- Proactive and adaptable, able to manage multiple tasks
- **Thai national** with good English communication skills

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

- Process staff advances, expenses, and payments with proper documentation
- Support monthly tax and social security payments
- Maintain bank, petty cash, and fixed asset records
- Ensure accurate and timely financial data entry and internal controls
- Provide general administrative and basic Admin/HR support to a team of 10 people
- Update training records to ensure our team is learning and growing
- And others!

Sounds good!/? Great! Please email your **CV** with your **Cover Letter** and **salary expectations** now to 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