



Hello from Friends-International in Thailand

We're looking for a **FINANCE MANAGER**

Do you enjoy working with numbers, keeping things organized, and helping colleagues understand finance? Would you like to use your experience to support meaningful work for children, youth, and families? Join our friendly team of 11 colleagues in Bangkok.

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 every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As part of the Friends-International Thailand team based in our Bangkok office (near Sukhumvit 36), you will take care of the day-to-day finance work for our Thailand program. You will work closely with the Country Program Director, colleagues in Bangkok and Pattaya, and FI's international finance team. You will:

- Keep financial records accurate and financial processes well organized
- Help colleagues follow FI's financial policies and procedures
- Prepare clear and timely financial information

Does this describe you?

- You have relevant experience in finance or accounting
- You understand accounting, budgeting, financial reporting, internal controls, and audit preparation
- You are comfortable working independently and enjoy working with and supporting colleagues
- You are confident using Excel and accounting software; experience with QuickBooks would be helpful
- You are organized, careful with details, able to manage priorities, and open to finding better ways of working
- You are a native Thai speaker with good English skills (written and spoken)



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

- Check financial transactions and supporting documents to make sure they follow FI policies and donor requirements.
- Take care of cash, bank accounts, payments, and accurate financial records in QuickBooks
- Prepare monthly financial reports and help project colleagues understand their budgets and spending
- Prepare donor reports, fund requests, annual financial statements, and documents for audits
- Make sure invoices, receipts, and other finance tasks are completed accurately and on time
- Stay up to date with relevant Thai requirements and suggest practical improvements to finance processes

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