

JUNIOR ACCOUNTANT

Are you a trained accountant? Do you enjoy providing administrative support to your team? Then join us!

You will be a part of our dynamic team in Bangkok, comprised of 15 professionals committed to achieving best quality and innovative social service for youth, children and families in Thailand.

What will you do?

As an **Accountant** you will be maintaining our accounting systems and ensuring complete transparency of all our spending and money management.

This includes supervising all financial transactions, providing financial administrative support to the team and preparing finance reports.

Your responsibilities will include the following:

- Train and support the team to ensure everyone follows the **Finance Policy and Procedures**
- Maintain finance operations such as monthly **payroll**, validating and processing **vouchers**, data entry into **QuickBooks**
- Provide monthly finance **reports**
- Management of annual external **audit** as well as any project audits
- Support managers to manage and monitor their **budgets** on a timely basis

About you:

- You are an independent and dynamic team worker, passionate about supporting others and ensuring administration process is running well
- You have proven work experience with an accounting system in a not-for profit environment
- You have strong interest in social work programs and/or working for to provide support for marginalized youth, children and families
- You are a native Thai speaker and your English speaking and writing is good
- You know your way around computers and social media

You will be our full-time employee, based in Bangkok.

Salary and benefits will be commensurate with qualifications and experiences

About us:

Friends-International (FI) is a social enterprise that works with marginalized urban children and youth, their families and communities, to help them become independent and productive citizens of their country.

FI started Peuan Peuan back in 2005, which is our program in Thailand mainly working with migrant children from Myanmar, Laos and Cambodia. Our program is expanding rapidly into

working with the communities, supporting in finding employment and supporting families with income generation projects.

Join us by:

Submitting a cover letter with a CV, salary expectations to hr.thailand@friends-international.org with the caption subject: Senior Accountant before **14 December 2018**

Friends-International is an equal opportunity employer and the successful candidate will be selected based on merit

The successful applicant will be expected to comply with Friends-International's Child Protection Policy

Only short-listed candidates will be contacted for interview