



Hello from Friends-International Thailand We're looking for a **Finance Assistant**

Are you a fresh finance/accounting graduate or recently started your career? 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 Peuan Peuan program has been successfully run in Thailand since 2006

We envision a world where children, youth, and their caregivers are safe from harm and can access education, training and job opportunities enabling them to reach their potential as contributing citizens of their countries. Our 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 your tasks will include managing cash and bank transactions, processing vouchers, with transparency and accountability at all levels and make sure that all financial transactions are compliant to the policies, guidelines, and procedures.

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 job offers you an opportunity to make a positive impact on Thai children and youth, alongside 20 team members. It is an ideal role for someone eager to learn and thrive in an international setting



Does this describe you?

- You are a dynamic team player with a passion for protecting and educating marginalized children, young people and their families
- You are knowledgeable and interested in financial procedures and calculation.
- You have some experience with cash and bank management duties.
- You understand bookkeeping principle
- You want to learn how to use accounting software.
- You have strong computer skills (Word, Excel and Email)
- You are friendly, patient and enjoy working directly with people.
- You must be a native Thai speaker who has good communication skills, both written and verbal, in English as well.

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 reporting Accounts Receivable (AR) and Accounts Payable (AP) transactions monthly.
- Reviewing staff advance and expense vouchers for accuracy and compliance with policies, and ensure all supporting documents are complete before processing payments.
- Preparing and processing monthly Tax and Social Welfare payments in a timely manner.
- Maintaining our bank & cash accounts, issue advances, pay expenses and issue receipts for all income.
- Maintaining the petty cashbook and ensure all cash transactions are recorded up to date.
- Entering all transactions and vouchers into the accounting software under the supervision of the Finance Manager
- Maintaining internal control systems to prevent, detect, or reduce errors and/or fraud.
- Ensuring that vouchers are encoded on a day-to-day basis for all financial and accounting data in the existing accounting systems.
- Performing additional duties as assigned 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 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