



## Vacancy Announcement: Admin & Finance Manager

**Job Title:** Admin & Finance Manager

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

**Start Date:** Immediately

### Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

### **Some of what you'll do:**

- Responsible for Financial Management such as Financial Planning, Accounting, Financial Reporting and Auditing
- Responsible for Operations Management such as Administrative/Office Management and Human Resources Management and Procurement and Logistic Management
- Represent as a member of senior management team for Organization Management
- Responsible to lead, coach and supervise the finance and operations team

**This position is open for Thai nationals or Myanmar nationals who are living intra country.**

### Qualifications

#### **Required:**

- Must be Thai or Myanmar Nationality
- Must be fluent in English (speaking, writing, reading)
- Bachelor's degree in a business, financial or related field or equivalent work experience (finance/accounting degree, diploma, CPA and/or ACCA, CIMA preferred)
- Experience: Minimum 3 – 5 years of experience in Finance & Accounts in management level
- High level of integrity and honesty
- Ability to work under tight deadlines and can multi-task
- Be able to engage with staffs at all levels of the organization and exercise sound judgement.
- Strong people management skills with the ability to earn the respect and trust of peers, seniors, and subordinates
- Committed to human rights, social justice, and peace
- Proficient digital technology skills using various software and mobile apps, including Microsoft Word, Excel, Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

#### **Desired:**

- Engagement with NGO-Donor experience an advantage
- Strong demonstrated understanding about human rights
- Previous in-country experience in Thailand

- Previous NGO experience in a similar field
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure, and a team player

**What we are looking for:**

- Good leadership
- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with Multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

**Salary and Benefits**

- Competitive local salary commensurate with experience
- Monthly health allowance
- 13-month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

**How to apply**

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at [hro.eqmm@protonmail.com](mailto:hro.eqmm@protonmail.com) no later than 5 pm, Thailand time, on 24 April 2022.

We are looking for verification that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.

<b>Job Description of the Admin &amp; Finance Manager</b>
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**Title: Admin & Finance Manager**

**Grade Level: Level 2**

**Report to: Executive Director**

**Direct report: Finance Coordinator, Admin & HR Coordinator, Admin & Logistic Coordinator**

**Duty Station: Chiang Mai, Thailand**

<b>Financial Planning</b>	15%
<ul style="list-style-type: none"> <li>• Prepare the projects budget proposal, annual organization budget and annual program budget and update the budget as and when changes are required.</li> <li>• Ensure budget codes are in correspondence with organizational accounting system</li> <li>• Support the development of short-and long-term financial objectives and planning to the management team</li> </ul>	
<b>Accounting and Financial Operations Management</b>	10%
<ul style="list-style-type: none"> <li>• Make certain that all finance systems and procedures are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction.</li> <li>• Manage the computerized accounting program must be reliable and relevant with organization internal controls policies and procedures, grants and budget.</li> <li>• Oversee day to day financial management operations as the team leader of finance team</li> <li>• Ensure grants management procedures which including grant agreement, payment request &amp; acknowledge receipts, liaise with donors, maintain grants documents, donor financial guidelines, etc.</li> <li>• Authorize to open and close organization bank accounts.</li> <li>• Authorize the bank withdraw authorization forms prepared by cashier and finance coordinator</li> <li>• Verify the cash book prepared by the finance coordinator every two weeks</li> </ul>	
<b>Financial Reporting and Auditing</b>	10%
<ul style="list-style-type: none"> <li>• Prepare the annual financial reports calendar up-to-date and share to the relevant budget holders and program/projects management staff</li> <li>• Manage individual specific donor financial guidelines and requirement</li> <li>• Manage projects financial reports are prepared in the accordance with the organization's financial policies and procedures and verify them prepared by the finance coordinator</li> <li>• Ensure the projects financial report are complied with donor's guideline and deadlines</li> <li>• Manage the projects financial reports and annual organization financial statement to be audited as donor's requirements, and compile management response upon on auditor's recommendation in coordination with program manager and executive director</li> <li>• Provide a summary of annual financial statement with non-numerical information to be integrated into the organization annual narrative report to the stakeholders</li> </ul>	
<b>Organization's Policies</b>	15%

<ul style="list-style-type: none"> <li>• Lead the development and amendment of organization's policies such as HR policy, Finance Policy, Procurement Policy, etc. in consultation of Executive Director and management team</li> <li>• Ensure that all staff are aware of policies and procedures and that they are being followed</li> </ul>	
<b>Human Resources Management</b>	10%
<ul style="list-style-type: none"> <li>• Communicate and ensure compliance with office practices and policies and compliance with all employment related laws</li> <li>• Advise management in appropriate resolution of employee relation issues; act as lead on resolving any compliance related situations that arise</li> <li>• Research and prepare a salary scale proposal when the changes are required to the management team</li> <li>• Verify annual HR plan and budget, monthly payroll, PIT calculation, staff capacity budget, etc</li> <li>• Oversee the organization's HR internal staff capacity building and training development priorities</li> <li>• Ensure that all supervisors (line managers) complete staff performance appraisals correctly and on time and submit the summary performance report to senior management team</li> <li>• Manage the implementation of staff recruitment, induction, probation, retention, and termination in line with organizational policy</li> <li>• Oversee employees job description and contract in coordination with employee's line managers/supervisor and management team</li> </ul>	
<b>Administrative/Office Management</b>	10%
<ul style="list-style-type: none"> <li>• Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction</li> <li>• Oversee day to day administrative operations; interface effectively with all levels of the organization to coordinate and oversee all the people-related and office management activities</li> <li>• Verify annual admin budget, monthly forecast, advance, reimbursement, and expenses</li> </ul>	
<b>Procurement and Logistic Management</b>	10%
<ul style="list-style-type: none"> <li>• Oversee the full array of materials management and procurement functions of purchasing requisition, competitive biddings, procurement decision, contract and order, shipping, receipt and inspection, procurement documents and logistical assistance to program/projects operations</li> </ul>	
<b>Organization Management</b>	5%
<ul style="list-style-type: none"> <li>• Represent as a member of senior management team.</li> <li>• Attend regular M-COM meetings, or calling a meeting as required and provide inputs prior to management issues among a M-COM committee</li> <li>• Represent the organization with partners, donors, and networks for administrative and financial management purposes</li> </ul>	
<b>Team Supervision</b>	10%
<ul style="list-style-type: none"> <li>• Serve as admin &amp; finance team leader, coach, and advocate for admin and finance staff</li> </ul>	

- Supervise directly to the 'Finance Coordinator', 'Admin & HR Coordinator', and 'Admin & Logistic Coordinator'.
- Oversee the admin and finance staff capacity building and training development priorities
- Facilitate a regular monthly meeting with supervisees to address any issues arising and monitor supervisees' performance.

**OTHER DUTIES:** Perform other related duties as assigned

5%

**Confidentiality clause:**

Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment.