

## **We are looking for a Finance and Administrative Coordinator (Thai nationals only) to join our team!**

**Job:** Heinrich Böll Stiftung Southeast Asia Regional Office (hbs) in Bangkok (Thonglor) is looking for a **Finance and Administrative Coordinator** to join the team in the beginning of January 2024.

Deadline to apply: **January 5th 2024**

The Heinrich Böll Stiftung (hbs) is the German Green Foundation, which is part of the Green movement and conducts and supports civic educational and awareness building activities worldwide. Our main tenets are ecology and sustainability, participation and social justice. The office in Bangkok is the Southeast Asia Regional Office, which serves as a platform for exchange and advocacy. <https://th.boell.org/en>

To supervise and organize the financial operations of the Southeast Asia Regional Office we are looking for a Finance and Administrative Coordinator.

### **Role includes:**

- Establishing, implementing and controlling financial work flows based on the rules and regulations of the hbs, the German Ministry (BMZ) and according to German and Thai law

- Establishing, implementing and controlling other administrative procedures of the office in support of the Office Director and other staff
- Advising those who are seeking funding from hbs, partners and support program staff in compliance with our rules and regulations
- Planning and controlling the budgets for the office and programs (budget and financial plan) and, where applicable, budget adjustments, in consultation with the Office Director
- Active management of cash and non-cash assets and accounts
- Management of tax and social security and provident fund obligations
- Financial reporting according to hbs and BMZ guidelines
- Contact with our HQ to manage in- and outgoing funds, budget planning, annual reporting and other issues
- Supervision of accountants
- Occasional willingness to travel for training and for partner visits
- Going beyond routine tasks, proactive- solution oriented work, contributing to improvements and efficiency
- Actively participate in developing best practices and standard operating procedures, streamlining financial operations, and enhancing performance
- Providing support to colleagues in preparation of accurate and complete set of documentation e.g. in regard to procurement related issues
- Managing the office's finances (programs, projects, office funds) in compliance with the guidelines of the Heinrich-Böll-Stiftung in Berlin, donors and local legislation and regulations
- Planning and controlling the budgets for the office and programs (budget and financial plan) and, where applicable, budget adjustments, in consultation with the Office Director
- Ensuring and overseeing sound and timely accounting, preparing the documentation of expenditure for the office, projects and programs
- Controlling the quarterly request for funds for programs and projects submitted by the cooperation partners, compiling requests for funds for office expenditures in

- coordination with Head of Administration, providing the second check as well as forwarding the requests to the responsible Project Manager at hbs head office
- Preparing for and coordinating of local statutory audit and relevant BMZ audit of the international office by external auditors

### **Requirements**

- Thai national
- Diligent and self-motivated team player
- Several years of experience in financial management, accounting, controlling, auditing, experience with Navision is an asset
- Relevant degree
- Should have experience in the non-profit sector
- Should have experience working internationally or in an international organization
- Excellent spoken and written Thai, excellent spoken and written English is a must, other Southeast Asian language is an asset
- Excellent communication skills is a must
- Intercultural sensitivity and competence and willingness to work in a diverse team and with partner organizations and individuals across Southeast Asia is a must
- Ability and willingness to learn
- Interest in the Southeast Asia region
- Identification with values of hbs – social justice, gender democracy, inclusion

Please share your application by **January 5th 2024**. The application should consists of a letter of motivation and a CV, both as **one pdf document** named: "**Finance Coordinator\_FIRSTNAME\_LASTNAME**". Send the application to: [info@th.boell.org](mailto:info@th.boell.org)