

We are looking for a Finance and Administrative Coordinator to join our team (re-advertisement)! Thai nationals only!

Job (re-advertisement): Heinrich Böll Stiftung Southeast Asia Regional Office in Bangkok is looking for a Finance and Administrative Coordinator to join the team by early March 2024.

Deadline for submission of applications: 14 February 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. For more information see: <https://th.boell.org/en>

To supervise and manage the financial and administrative operations of our Southeast Asia Regional Office we are looking for a Finance and Administrative Coordinator. This role includes:

- Implementing, controlling and reporting on financial work flows (programs, projects, office funds) in compliance with the rules and regulations of the Heinrich Boell Stiftung, the German Ministry for Economic Cooperation and Development (BMZ) and according to local legislation and regulations in Thailand
- Implementing, and controlling administrative procedures of the office (e.g. procurement, travel logistics, office vendors, etc.)
- Supporting the office director, programme staff and cooperation partners of the Foundation in compliance with financial and administrative rules and regulations
- Planning and controlling the budgets for the office and programs (budget and financial planning), including coordination with the Foundation head office for in- and outgoing funds and annual reporting
- Ensuring and overseeing sound and timely accounting, preparing the documentation of expenditure for the office, projects and programs in accordance with reporting requirements of Foundation Head office.

- Active management of cash and non-cash assets and accounts
- Management of tax, social security and provident fund obligations
- Preparing for and coordinating of local and external statutory annual audit
- Supervision of other staff of Finance and Administrative section
- Willingness to travel on occasional basis for training and for partner visits in the region of Southeast Asia and other locations as required.
- 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

Requirements

- Thai nationals only
- **A minimum of 10 years of work experience in financial management, accounting, controlling, auditing, in the non-profit sector**
- **Minimum Qualification: Graduate in commerce / accounting or finance stream**
- Experience of working internationally or in an international organization
- Experience with NAVISION is an asset
- Excellent spoken and written Thai and English is a must - other Southeast Asian language is an asset
- 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 send your application by 14 February 2024 to applications@th.boell.org.

The application must consist of your **CV** and a **letter of motivation** stating your interest in the position as well as your salary expectations, both as pdf documents named: "Finance Coordinator_FIRSTNAME_LASTNAME".

Incomplete applications will not be accepted. Only selected candidates will be contacted for interviews.