

## **We are looking for an Administrative and Finance Officer to join our team!** **Thai nationals only!**

**Job:** Heinrich Böll Stiftung Southeast Asia Regional Office (hbs) in Bangkok (Thonglor) is looking for an **Administrative and Finance Officer** to join our team as soon as possible.

Deadline for applications: **August 21<sup>st</sup>, 2024 EOB**

Heinrich Böll Stiftung is a German Green Foundation and is part of the worldwide Green Movement, conducting and supporting civic educational and awareness building activities globally. Our main tenets are ecology and sustainability, participation and social justice. Our Office in Bangkok is the Regional Office for Southeast Asia and serves as a platform for exchange and advocacy about green ideas and thinking. <https://th.boell.org/en>

### **Major duties and responsibilities**

#### **In the field of administration:**

- Facilitation of office reporting to the Thai government (Ministry of Labor), and facilitation of applications for work permits and employment related visa issues;
- Responsibility for submitting of withholding tax (PND1, PND3, PND53) to relevant authorities;
- Maintaining and supervising the office administrative records including leave records, time keeping records, stock records of stationary and publications, etc.;
- Communication with service providers regarding billing or technical problems, including relevant contracts
- Management of inventory/assets
- Organizing of domestic/ regional/ international travel logistics
- Assisting in organizing events in Thailand and the region

#### **In the field of finances:**

- Office cash handling and management and cash book recording
- Overseeing finances regarding all procurement related matters
- Payment requisitions related to the office matters
- Handling of all finances/ payments related to travel and event organization,
- Coordination with/ checking of project partner financial documents

#### **The requirements of the Administrative and Finance Officer are:**

- BA Business Administration or any other field relevant to the above job description
- At least 5 years of work experience in the field of administration in a non-profit organization or high motivation to join this sector;
- Additional experience of working on finance matters related to administration is an asset;
- Advanced computer literacy: Word, Excel, administration related software (e.g. for time, salary or other human resources related tasks);
- Excellent spoken and written Thai and English, other Southeast Asian language and/ or German language is an asset;
- Proven ability to use own initiative and act responsibly, combined with intercultural sensitivity (this relates to both areas of work: inside office/team work as well as with partners);

- Excellent organizational and multitasking skills (time management, schedule organization, resource management, related to both real and electronic library and filing system);
- Ready to travel in Thailand and the Southeast Asian region.

***We strongly encourage applications from diverse genders and backgrounds, especially those with a demonstrated commitment to diversity and inclusion as our core priorities of Heinrich Böll Stiftung.***

**How to apply (please read and follow carefully):**

The application **must consists** of your **CV** and a **letter of motivation** stating your interest in the position, information about your previous working experience in the field of administration and finance as well as your salary expectations, both as pdf documents named: "Administrative Officer\_FIRSTNAME\_LASTNAME".

Please send your application **by 21<sup>st</sup> August, 2024** to ***applications@th.boell.org***.  
Interviews will take place from September 9<sup>th</sup>, 2024 (week 37)

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