***The following provides guidance on development of job descriptions. This guidance should be used when completing the job description Template. (Please use font Arial size 11)***

|  |  |  |
| --- | --- | --- |
| **JOB TITLE:**  **Finance Officer** | | |
| **TEAM/PROGRAMME:** Finance | **LOCATION:** Bangkok, Thailand | |
| **GRADE**: 4 | **Type of Contract:**  **Permanent**  **Fixed Term**  ***(please tick the relevant box)*** | |
| **CHILD SAFEGUARDING: (select only one)**  ***(This section explains the level and type of contact the post holder may have with children. These levels are determined in accordance with our Save the Children Child Safeguarding Policy. Select the level applicable to the post and delete the levels that are not relevant to the post holder). Please check with HR for further clarification***  Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Senior Finance Officer is responsible for the day-to-day and monthly accounting and support to Finance Function for **Asia** **Sub Regional Office (ASRO)**. The position makes an important contribution to supporting financial control & compliance, bank & cash balance management, and financial support to the HR department, that accounting practice is performed in compliance with SCI policies and procedures and donor regulations. | | |
| **SCOPE OF ROLE:**  **Reports to**: Head of Finance  **Staff reporting to this post:** None  **Direct:** N/A  **Indirect :** N/A  **Budget Responsibilities:** None  **Role Dimensions**: ***(e.g. complexity, relationships, communication with stakeholders)*** | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Cash & bank management**   * Support THL NO and MMR on advance disbursement from ASRO * Support MMR on partner advance disbursement and assist in reconciling partner advances * Checking an outstanding program advance before releasing a new program advance and reconciling monthly * Ensure timely payment to the vendor/suppliers or staffs in Thailand & Myanmar * Inform staff, program team, partners and suppliers when the payment is made * Update petty cash and bank payment tracking to ensure there is sufficient cash for operational and security proposes and monitor the bank balance to ensure that Asia Sub-Regional Hub Office has adequate funds from the SCI Centre or ARO * Prepare monthly bank reconciliation * The complete full process of bank management according to the policy * Maintain all cash and bank document (Reconciliation, Bank Statement, Cash Count, etc.) are filed. * Review requisition/cash vouchers (against budget, coding, authority, policy, supporting docs, and accuracy) and process payment * Handle designated payments through cash payment vouchers with due approval of the authorized signatories * Support for reviewing cash requests and ensure cash management for daily activities according to SCI finance policy * Assist in coordinating with budget holders to consolidate information on their activities plan for the month * Ensuring weekly cash counts are conducted * In charge of day-to-day cash/safe management * Liaise with banks and provide support in all matters related to Asia Sub-Regional Hub Office * Support changing bank signatories and provide an induction to the new bank signatures   **Financial support to Human Resources**   * Coordinate with the HR department to review staff salaries and benefits paid according to contract based in Thailand, including increments and cost of living increases are added at the appropriate times; all tax liabilities according to the country rules and regulations are met accurately and on time. * Review the monthly invoice of MP&O (Out Sourcing Company for hiring of MEC Staff) based on the signed agreement. * Enter monthly staff payroll and benefits based in Thailand into Agresso * Review and process the international staff payroll & benefit from the inter-charge system * Review monthly staff income tax * Process monthly payment for staff benefits into the Agresso system; annual leave accrual, 13th-month salary, saving scheme, staff compensation fund, staff & family insurance, and staff wellness.   **Month-End:**   * Pay and record staff benefits before month-end * Ensure all transaction records into Agresso and submit the document for posting * Month-end cash reconciliation * Month-end bank reconciliation * Review accrual and prepayment much have supporting documents sufficient * Provide detail of other balance sheet items required for monthly financial review (e.g. Programing advance) * Review field office shared cost and premise cost and adjust it when necessary   **General Accounting:**   * Review of the transaction list and make the necessary reclassification after having consultation with the program team * GLACOS prepared / submitted by MMR team, review and post those transactions in ASRO books if required * Support in Agresso access and SoD management as per the requirement * Support in creating DEAs as when as required. * Maintain accurate recording of transactions into the Agresso system * Prepare the monthly withholding tax forms and submit the report to the revenue department to meet the monthly deadlines. * Review accrual/prepayment must have sufficient supporting documents * Prepare documents and records for the audit as requested * Maintain physical financial supporting documents and filing securely according to the SCI finance policy   **Financial Monitoring & Reporting:**   * Support Program team in financial monitoring of all active awards under ASRO (BVA report/meetings etc) * Support in preparing donor financial reports as per the donor guideline   **Other:**   * Bi-weekly update exchange rate information for Budget Holders * Further responsibilities, tasks and competencies will be adjusted based on organisational developments. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**) ***(need to explain and update our values according to the role) Does this mean they have to add a sentence under each value and bullet?***  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters * values diversity sees it as a source of competitive strength * approachable, a good listener, and easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates the highest levels of integrity | | |
| **QUALIFICATIONS**   * Thai National * A Bachelor degree in accounting or a related field all required * At least 1 - 3 years experience in a finance post * Proficiency in computer use with various software packages * Able to travel for work and support to provinces | | |
| **EXPERIENCE AND SKILLS**   * Familiarity with an accounting package * Experience working with international NGOs * Experience in preparing for withholding tax forms as necessary * Excellent knowledge of Microsoft Office, outlook, word, and excel * Good interpersonal skills | | |
| **Equal Opportunities**  The post holder is required to carry out the duties in accordance with the Save The Children Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Shishir Mittro and Noina | | **Date:** 20 November 2023 |
| **JD agreed by:** Kim Lee Goh | | **Date:** 06 June 2023 |
| **Job Description updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |