

Position Announcement: FINANCE OFFICER

Position type: Full time contract, 40 hours/week

Location: Bangkok, Thailand

Pay Rate: Officer, Bangkok; THB 50,000 to 65,000 per month

Reports to: Deputy Director

Deadline for Applications: Reviewed on a rolling basis until December 26, 2017

Ideal Start date: Early January 2018

ABOUT ASIA CATALYST

Asia Catalyst promotes the rights of marginalized communities by supporting a vibrant network of advocates committed to ending stigma, discrimination, and criminalization. We strengthen civil society by providing training and resources for community based organizations to become more effective and responsive to community needs, and to conduct rigorous human rights documentation and advocacy. We work side by side with grassroots activists to ensure that their voices are fully represented in local, national, regional, and global policymaking.

Asia Catalyst is a US based not for profit organization with staff in Bangkok, Beijing, New York, and Yangon.

ABOUT THE FINANCE OFFICER

Reporting to the Deputy Director, the Financial Officer is responsible for the overall management of Asia Catalyst's financial systems. The Financial Officer plays a significant strategic and operational role in supporting Asia Catalyst's staff, programs, and execution of its mission in accordance with its core values. S/he will support core programs by ensuring strong core operations for the organization, and manage the allocation of key resources across AC's offices.

Asia Catalyst is looking to fill this vacancy as soon as possible. The position will be based in Bangkok.

KEY RESPONSIBILITIES***Financial Planning & Support***

- Support program managers to develop annual fiscal year budgets and activities budgets
- Support the team to appropriately plan the financial aspects of activities

Payments and accountability

- Oversee financial controls and support the team to follow AC financial policies
- Oversee financial recordkeeping, oversee timely data entry into electronic bookkeeping system
- Work with external accountant to ensure timely reconciliation of accounts

- Prepare monthly financial reports for management, financial reports for donors, auditors and the board of directors
- Manage accounts payable and receivable systems, approvals process from supervisors; ensure timely payment of AC staff, contractors, vendors in adherence with AC's financial controls
- Maintain AC's filing system and lead the organization through annual audits in the United States, Thailand, Hong Kong, and ad hoc project audits
- Understand and enforce regulations relating to the expenditures and reporting for US government funding, enforce other donor regulations
- Maintain and update finance manual/policies as needed
- Participate in board finance committee meetings
- Ensure compliance with AC financial policies and procedures
- Support the team to develop annual budget & board reporting
- Other duties as assigned

Fundraising and development:

- Develop and edit grant proposal budgets and ensure timely applications and reporting to donors; monitor progress of programs and ensure grant compliance; Review all proposal budgets
- Support the organization's sustainability by ensuring that donor budgets are sufficient to cover costs
- Manage grant intake procedures

QUALIFICATIONS

The Finance Officer will be deeply committed to Asia Catalyst's mission. All candidates should have proven leadership, coaching, and relationship management experience. Other qualifications include:

- Bachelor's degree with at least 4 years of progressive management experience; advanced degree or financial qualifications desirable
- Demonstrated experience and skills using electronic accounting systems; experience with QuickBooks or Netsuite preferred
- Demonstrated experience and skills implementing and strengthening financial controls; overseeing accounts payable and financial approvals systems; filing systems; experience launching new systems or transitioning electronic platforms desirable
- Excellence in management with the ability to coach staff on financial literacy and AC financial policies and procedures, set and achieve strategic objectives, and manage a budget;
- Strong analytical skills and a quick study
- Understanding of regulations relating to the expenditures and reporting for US government funding, experience managing US government or EU grants
- US nonprofit accounting experience and knowledge of FASB standards and rules
- Experience dealing with transactions in multiple currencies
- An understanding of fundraising from government, foundations, and individual donors;
- Unwavering commitment to human rights principles
- Outstanding written and verbal English communication skills; Thai fluency desirable
- Knowledge of accounting protocols and ability to review, generate, and present financial reports
- Excellent command of Microsoft Excel and Word
- Excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning

- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed

Full time members of staff at Asia Catalyst receive:

- 20 days of paid vacation
- Paid public holidays based on duty station
- Comprehensive International Health Insurance
- Concessions and allowances for work travel

Asia Catalyst is committed to diversity and equal opportunity:

Asia Catalyst works in a wide range of cultural, ethnic, religious, linguistic and geographic contexts. The organization believes that Asia Catalyst can best advance the organization's mission if staff members reflect as much as possible the tremendous diversity of the communities in which Asia Catalyst works.

Asia Catalyst is an equal opportunity employer, and actively attempts to recruit and maintain a diverse staff. Asia Catalyst does not discriminate based on a candidate's age, sex, sexual orientation, gender (including gender identification), color, race, religion/creed, national origin, alienage, citizenship status, marital or partnership status, military status, domestic violence victim status, predisposing genetic characteristics, disability, or any other classification as provided by law.

Asia Catalyst encourages applications from members of the communities with which we work, including LGBTI and gender non-conforming persons, persons with disabilities, persons living with HIV or hepatitis, persons who have used drugs or worked as sex workers, and persons from other marginalized groups.

Interested applicants should submit the following items in English to be considered for this vacancy:

- Cover letter indicating the position you are applying for, how you heard of this opening, description of interest in the job, and a summary of relevant experience and qualifications
- Résumé or CV
- Two page unedited writing sample in English
- Email and telephone contact details for two references who can comment on your skills relevant to the position

*Please submit the requested items in **one PDF or MS Word file to **Brian Bonci** at info@asiacatalyst.org**. Zipped files will not be opened. Applicants that do not include all of the requested items will not be considered.*

We will only contact applicants we wish to interview.

Inquiries about the position or the requirements will be answered within 5 working days.

Asia Catalyst will not contact a candidate's references without prior permission.

Candidates must be able and willing to work in Thailand from Asia Catalyst's Bangkok office. Asia Catalyst is not able to provide financial assistance for relocation.

