



## Accounting, Finance, and Administration Officer

### Job Description

**Position:** Accounting, Finance, and Administration Officer

**Hours:** 9:00AM - 6:00PM; Full-time

**Salary Range:** 40,000 - 45,000 THB per month

**Location:** Manushya Foundation office in Bangkok, Thailand

**Starting Date:** April 2025

### Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by Emilie Palamy Pradichit, with the vision to build a movement of **Equal Human Beings ∞ #WeAreManushyan ∞** Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

#### ∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

#### ∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

∞ **Our Thematic Focus** ∞

1. **Defending Democracy & Digital Rights:** We work towards the promotion and protection of democracy, online freedom of expression and online privacy.
2. **Fighting for Corporate accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **Seeking Justice before the United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Protecting & Resourcing Human Rights Defenders:** We protect HRDs and provide subgrants to sustain movements and to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

**Our Social Media:**

**Website:** <https://www.manushyafoundation.org/>

**Facebook:** <https://www.facebook.com/ManushyaFdn/>

**Twitter:** <https://twitter.com/ManushyaFdn>

**LinkedIn:** <https://www.linkedin.com/company/manushyafoundation/>

**Youtube:** <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfEg> .

## Responsibilities of the Accounting, Finance, and Administration Officer

### Purpose and scope of this position

The accounting, Finance, and Administration Officer is responsible for providing support to the management, administrative, and financial functions of the organization. As well as assist in the coordination, planning, preparation, monitoring, review, clearance, and control of administration, and financial operations. This position will work closely with programmatic staff of program activities on finance-related matters.

This position will report directly to the Director of Operations and Finance

### Duties & Responsibilities

#### Primary Responsibilities:

- Maintain all books of account for the organization including the petty cash register.
- Review requisition/cash vouchers (against budget, coding, authority, policy, supporting docs, and accuracy) and process payments
- Prepare and submit monthly taxes and social security.
- Process all disbursements including staff payroll, social security, and insurance.
- Inform staff partner and supplier when the payment is made
- Check and verify all related vouchers (Payment Voucher, Journal Voucher, Receive Voucher), invoices, receipts, and other documents to ensure accurateness and compliance with policies and procedures
- Maintain accurate records of all transactions, including cash book management, data input to QuickBooks online with proper budget line, and filing of hard copies and online.
- Monthly reconciliation of bank, balance sheet, trial balance, and profit and loss.
- Assist in the preparation of financial reports monthly and according to grant agreement deadlines
- Assist in tracking expenses report by project and donor monthly
- Liaise with banks and provide support in all matters related to Manushya accounts
- Assist the Manushya audit both internal and external.
- Provide policy and technical advice regarding the application of the Finance manual and management procedures.
- Review the submitted procurement document for accuracy and completeness.
- Closing month-end and year-end of Manushya Foundation
- Arrange filling, storage, and systematizing of the network's financial grants/ donors and registration documents in accordance with Thai legislation and regulation.
- Perform other duties as required.

#### Administrative Management:

- Assist in purchasing office supplies, verifying purchases, and managing office disbursements

- Perform asset verification in accordance with the policy or as required
- Assist with the logistics of meetings and workshops ( travel arrangements, visas, materials, minutes)
- Manage disbursement for meetings and workshops including filling of supporting documents for expenses and claims
- Provide administrative and logistic support to programmatic staff and/or participants during meetings and events
- Provide support during Board meetings and Operation meetings
- Assist in the preparation of supporting documents needed for staff/interns for visas and work permits
- Liaise with the law firms for processing visa and work permits and by-law documents
- Ensure smooth day-to-day office operations
- Perform other duties as required.

## Requirements

### **Qualifications**

- Master's or Bachelor's degree in Accounting or any of the relevant fields
- Minimum of 2 years with relevant work experience in a similar position
- Experience with accounting systems.
- Experience in preparing for withholding tax forms (PND 1,3,53 and 54)
- Experience in grants/financial management of an NGO operating in Thailand, under Thai law.
- Ability to manage multiple tasks, respond to urgent requests, and meet regular deadlines.
- Computer Literacy (Excel, Word, Internet).
- Positive attitude and excellent service mind.
- Good interpersonal and communication skills.
- Good coordination, service mind, and ability to manage simultaneous priorities under deadlines
- Experience working in international settings
- Experience working with local communities

### **Competencies**

- Heart-based Leader;
- Mission-focused;
- Process-minded, with a commitment to accuracy and compliance;
- Self-starter who takes initiative, using sound, independent judgment and integrity, and seeking guidance and feedback where appropriate—a doer as well as a manager;

- Positive, team-orientation, and commitment to building trust-based relationships with colleagues;
- Honesty, loyalty, and compassion;
- Commitment to feminist theory and practice;
- Commitment to human rights principles and standards;
- Experienced and comfortable with working within Thai culture;
- Effective ability and experience working in a multicultural environment;
- Strong oral and written communication skills in Thai and English.

### Conditions & Benefits

The position is a full-time employment position. Salary will be 40,000 - 45,000 THB net/month.

- This is a full-time position (Monday to Friday, with occasional weekends and evenings depending on field trips and workshops. The position may require long hours including evenings and weekends to complete tasks which are compensated as additional annual leave).
- Competitive remuneration in the human rights field, social security, and add-on benefits including complementary health insurance, and provident fund;
- Organizational well-being;
- Flexible working hours;
- Personal development opportunities;
- Feminist working culture, embracing diversity, equity, and inclusion;
- 1.25 annual leave days per month, in addition to the observed public holidays;
- All travels related to work, field trips are covered by the Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

### How to apply

- Applicants should submit their **updated resume/CV** and **cover letter**. **Kindly provide two references**. Use the **Accounting, Finance, and Administration Officer** to be put in the subject line and send it to [wearemanushyan@manushyafoundation.org](mailto:wearemanushyan@manushyafoundation.org) by **31 January 2025**.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.