



## Finance Manager

### Job Description

**Position:** Finance Manager

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

**Salary Range:** 70,000 THB to 75,000 THB per month (Negotiable)

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

**Starting Date:** As soon as possible

### 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 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 Finance Manager

### Purpose and scope of this position

As the Finance Manager, you will provide daily support to the overall financial processes to meet the financial schedules and ensure compliance with regulations, and support financial operations and partnership finance. Obligations include ensuring accurate and appropriate treasury and accounting functions, payment and receipt processing, monitoring, and reporting. You are responsible for conducting workflow analysis and advising on the improvement of processes and assisting in review of partner financial reports and supporting documents. If you have a background with accounting or similar experiences, detail-oriented, honest, and have the passion to help the growth of the organization, then we would love to have you join us in advancing our mission. Under the overall supervision of the Founder & Executive Director, your duties and responsibilities include:

## **Duties & Responsibilities**

### **1. Financial Reporting, Monthly and Year-end Closing**

- Prepare financial reports, reimbursement requests, and drawdown of funds in strict adherence with the organization requirements.
- Reconcile accounts and maintain accurate and contract-related records within internal policies and procedures.
- Ensure timely and accurate drafting of the donor-required reports in accordance with the established procedures.
- Verify that all budget details, including project allocations, timelines, and exchange rates, are correct and align with donor fund summaries.
- Month-end closure, reconciliations, and monthly management reporting with the Founder & Executive Director.

### **2. Financial Planning, Accounting, and Control**

- Lead and be responsible for the financial planning, evaluation, and execution of the budget of the organization.
- Ensure that financial policies and procedures are developed and maintained in accordance with the organization and donor rules and regulations to strengthen effective financial control.
- Check all payments and receipts comply with financial guidelines.
- Conduct workflow analysis and provide feedback in the development of finance processes to be able to maintain a well-financially controlled environment in both development and emergency contexts.
- Monitor cash flow to ensure that an appropriate level of cash is maintained in the bank and in petty cash.
- Manages and reviews budget procedures and recommends budget development framework to the Founder & Executive Director to improve efficiency.

### **3. Budget Preparation and Management**

- Contribute to the development of the budgets and narrative for high-quality funding proposals, and act as a focal point for overall finance and grant-related matters.
- Submitted timely and accurately.
- Ensure that the most realistic and accurate budget forecasts are accurately incorporated into the budget as per donor requirements.
- Ensure proper budget management through robust controlling, planning, and forecasting of financial resources in accordance with donor and organization policies.
- Monitoring of bank and cash operations, including cash flow projection and supervising the petty cash system and cash forecasting.
- Assist the team in finance training for staff in all offices including the field offices as necessary.

#### **4. Financial support related to Human Resources**

- Review staff salaries and benefits and manage the disbursement according to contract, including increments and cost of living increases are added at the appropriate times, all tax, social security and prepare payroll.

### **Requirements**

#### **Qualifications**

- University degree in accounting, finance, or relevant field.
- At least 5 years of experience managing financial and grants management of donor-funded programs.
- Experience managing grants with international development programs and managing office staff.
- Excellent computer software skills in MS Excel, Word, and accounting software.
- Excellent communication skills, both oral and written with fluency in English and Thai required.
- Knowledge of INGOs policies and procedures preferred.

#### **SKILLS:**

- Excellent management and organizational skills are essential.
- Detail-oriented and thorough in financial documents and ensuring accuracy.
- Adherence to high ethical standards and integrity in financial practices.
- Commitment to transparency and accountability.
- Have quick and decisive problem-solving, especially in high pressure situations.
- Strong analytical and computer skills, especially spreadsheet and financial analysis.
- Ability to work with minimal supervision and show initiative.

### **Conditions & Benefits**

The position is a full-time senior level employment position. Salary will range from 70,000 THB to 75,000 THB net / month. (Negotiable)

- This is a full-time position (Monday to Friday, with occasional weekend 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 after the 3-month probationary period, including complementary health insurance, 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 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** addressed to the Founder and Executive Director, *Emilie Pradichit*. Use **Finance Manager Application** to be put in the subject line and send it to [wearemanushyan@manushyafoundation.org](mailto:wearemanushyan@manushyafoundation.org) by 16 February 2024.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.