



Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)

SEAMEO STEM-ED is a regional inter-governmental organization among governments of Southeast Asian countries, hosted by the Government of Thailand, with a mission to uplift the capacities and capabilities of STEM Education in Southeast Asia. With the assistance of our widespread networks, including SEAMEO member countries and affiliate organizations, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in 11 SEAMEO member countries.

In order to accommodate upcoming regional STEM education projects in SEAMEO member countries, SEAMEO STEM-ED is inviting candidates to fill the position below.

The position has a fixed term contract and a group health insurance and provident fund coverage, based in Bangkok, with an initial 3-year contract and extension possibility based on performance and project requirements.

Accountant

Duties and Responsibilities:

- Manages funds and keeps management informed about fund status in a timely manner as well as alerts them on potential fund shortages or problems and proposes practical solutions.
- Manages the processes for financial forecasting, budgeting, and reporting. Monitors these processes and makes corrections, adjustments, or improvements in order to achieve efficiency, accuracy, transparency, and accountability.
- Manages the process to maintain the accuracy and the timeliness of finance and accounting documents and reports and ensures compliance with the relevant standards, policies, rules, and regulations of the Centre and projects.
- Prepares and reviews vouchers and supporting documents to ensure compliance with the relevant standards, policies, rules, and regulations of the Centre and projects.
- Facilitates and supervises physical checks of assets and surprise petty cash counts, if applicable.
- Prepares, finalizes, and approves account reconciliations and supporting details.
- Summarizes, analyzes, and prepares (or facilitates the preparation of) financial status and transactions reports, financial reports, and other necessary reports.
- Manages the financial audit process, if applicable, and ensures that financial audits are successfully carried out in a timely manner.

- Supervises the payroll process, if applicable. Finalizes and prepares project payroll payments in a timely manner.
- Provides responses to requests for relevant finance and accounting information with accurate and timely information in the format required.
- Provides technical support and advice to others regarding finance and accounting issues.
- Liaises with counterpart entities, donors, government offices, and project partners related to finance and accounting matters.

Qualifications and Experiences:

- Bachelor's degree in accounting or above
- 7+ years of accounting experience
- Strong organizational and stress management skills
- Strong communication and interpersonal skills
- Attention to detail with very minimum errors while completing work on time
- Advanced computer skills in MS Office and accounting software
- Proven knowledge of bookkeeping and accounting principles
- Fluency in English, both verbal and written, will receive special consideration

APPLICATION GUIDELINES

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to HR@seameo-stemed.org.

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for applications for the position: 20 October 2021 at 17:00 hours Bangkok time.

Contact: HR@seameo-stemed.org