



Finance & Accounting Officer

Duties and Responsibilities:

The Finance & Accounting Officer is expected to work on making payments, recording financial data, preparing financial reports, examining and analyzing the Centre's accounts, and ensuring compliance with the requirements of the SEAMEO Financial Operations Manual and the donors, and will perform the following tasks:

- Check and maintain the accuracy and up-to-dateness of the Centre's funds available for expenditures.
- Process payroll by initiating computer processing and making payments into staff's accounts following the Centre's process.
- Maintain and manage petty cash funds, document all expenses from the petty cash, and follow proper internal controls to ensure that the funds are not misappropriated.
- Check and verify supporting documents for all expenditures and prepare necessary vouchers, trial balance, and financial reports (both routine and ad-hoc) as required by the Centre, SEAMEO Secretariat, and the donors.
- Process payments to staff, resource persons, subgrantees, vendors, and others for all expenditures following the Centre's process.
- Perform bank reconciliation, prepare bank reconciliation reports, resolve any discrepancies, and identify fraudulent transactions.
- Maintain accurate accounting and financial records.
- Prepare necessary documents requested by and coordinate with appointed external auditor to support financial audits.
- Assist the management team in the decision-making and budget requesting processes by preparing budgets and financial forecasts.

Qualifications and Experiences:

- A Bachelor's degree in accounting is required.
- Minimum five-year working experience in general accounting in an international development organization, a non-profit organization, or a service firm.
- Hands-on experience with accounting software packages and data entry.
- Good knowledge of basic accounting procedures and experience with general ledger functions and the month-end/year-end closing process.
- Good financial reporting skills and experience.
- Advanced spreadsheet skills, such as MS Excel, including VLOOKUP and pivot tables.
- High accuracy and attention to detail with aptitude for numbers and quantitative skills.
- Good written and verbal communication skills in Thai and a working level of similar skills in English.
- Good analytical skills.
- Ability to function well in a team-oriented environment.

APPLICATION GUIDELINES

Interested candidates are invited to send an introduction letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and your current resume 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: 15 September 2022 at 17:00 hours Bangkok time.

Contact: HR@seameo-stemed.org