



## Philanthropy Connections

**Mission:** to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

<b>Job Title</b>	Accountant	<b>Application Deadline</b>	April 12, 2018
<b>Job Location</b>	Chiang Mai, Thailand	<b>Industry</b>	Non-government organisation (NGO)
<b>Employment</b>	Full-time	<b>Report to</b>	Associate Director
<b>Hours</b>	40 hours / week	<b>Employment Type</b>	1-year renewable contract

### Job Profile

Philanthropy Connections Foundation (PCF) is a Dutch-Thai non-profit organisation that supports people in vulnerable situations. We work in partnership with local organisations in Thailand, Cambodia and Myanmar, who know the real problems and needs within their communities. PCF is seeking a full-time Accountant to join our team at our Chiang Mai office, and will be responsible for managing the foundation's finance and accounting procedures.

Interested applicants should send an email to [lani@philanthropyconnections.org](mailto:lani@philanthropyconnections.org) that includes a cover letter, CV and two references, and should reference "Accountant opening" in the subject line.

### Job Description

#### Accountant Responsibilities:

- Manage the bookkeeping, bank accounts and cash flow for PCF.
- Produce and submit monthly tax reports to relevant Thai governments such as the Revenue Department and Labour Department.
- Facilitate monthly payroll for all staff.
- Manage petty cash within the organisation.
- Ensure the timely payments for all foundation expenses, including project payments and office expenses.
- Prepare, advance and clear all expenses for staff travel.
- Manage our financial filing systems, both hard and soft copies.
- Produce monthly financial reports for internal use.
- Manage monthly bank reconciliation with income and expenditures.
- Calculate quarterly financial performance indicators for the organisation.
- Prepare and submit our annual financial report for auditing.
- Develop our annual budget based on project income and expenditures.
- Communicate as needed with our Dutch accountant to ensure uniform bookkeeping.
- Ensure that all financial transactions are consistent with policies and regulations of PCF and the government of Thailand.
- Compile supporting documents for each invoice and payment request, ensuring that files are clear and complete.
- Prepare any other monthly income statements, balance sheets, cash flow statements, bank reconciliations and other related reports for the organisation.



## Competencies

### Qualifications and Experience

- Degree in accounting, business administration or related field.
- Thai nationality.
- At least 2-3 years of work experience in a financial or accounting field, preferably with a Thai foundation or NGO.
- Knowledge of local finance and accounting systems, standards and practices.
- Knowledge of financial practices in a Thai foundation.
- Ability to gather financial data, compile information and prepare reports.
- Familiarity with e-banking.

### Skills and Abilities

- Good communication and interpersonal skills.
- Strong written and spoken English.
- Proficient in Quickbooks.
- Very experienced using Word and Excel.
- Able to manage multiple projects under varying timelines.
- Able to work independently and in a team.
- Able to adapt to new situations, and accept constructive criticism.

