

Finance Associate

Vacancy #:	6347
Unit:	Asia - Regional Finance Unit
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Asia Regional Office, Bangkok, Thailand
Reporting to:	Head of Regional Finance and Integrated Corporate Services
Work percentage:	100%
Grade:	A3
Expected start date:	01 April 2023
Type of contract:	Fixed-term (24 months with possibility of renewal)
Closing date:	21 May 2023 (extended)

BACKGROUND

This is a local recruitment. Only Thai nationals, individuals with residence status, or the appropriate employment visa for Thailand are eligible to apply.

The remuneration and benefits package for this position is established with reference to the local labour market and in line with the IUCN conditions of service for Thailand.

JOB DESCRIPTION

RESPONSIBILITIES

The responsibilities of this position would be to:

- Maintain and update the general and project accounting records and files.
- Provide assistance to programs/projects on matters relating to accounting and financial management including but not limited to any queries on expenditure reports, workshop costs, donor reporting codes, IP reports, adjustments/corrections, funds situation etc.
- Attend to all other routine accounting functions and prepare reports for management and fulfill finance-related requirements of the Regional Office and HQ.
- Assist the supervisor in the review of existing financial accounting systems, controls and procedures and where necessary, recommend the necessary improvement or revisions.
- Perform other tasks that may be assigned by the supervisor and Head of Finance from time to time.

DUTIES

1. Recording and Book keeping

- Prepare and process journal entries in ERP system pertaining to receipts, disbursements, non-cash and inter-office charges affecting the Asia Regional Office, Regional Programs maintained in ARO, and projects.
- Prepare monthly reconciliations for each bank account.
- Process IC Inter-Company entries on debit/credit notes including IDC entries
- On a monthly basis, run management fee (OH) report and process in the system after checking again donor agreements
- Process month-end closing entries for common cost allocations, office rental and utilities allocations, staff insurance etc.
- Generate various reports from ERP for use of the Asia Regional Office and HQ as and when required in a timely and accurate manner.
- Prepare monthly reports of hosting agreements timely.
- Prepare donor invoices and issue receipts on funds received from donor/third parties
- Prepare Inter-company account reconciliation with HQ and country offices

2. Treasury and cash management

- Monitor cash flows and ensure funds are available at all times to meet requirements. This includes preparing and sending funds requests to the donor/s in accordance with the agreement;
- Gather project information to determine cash requirement of the different cost centers

and projects in Asia.

- Prepare banking documentation for signing by designated signatories and disburse them.

3.Fixed Assets

- Update monthly, the fixed asset module, run depreciation report and post entries into the system after checking.
- Coordinate with Administration and consult Accountant to ensure fixed assets register is reconciled with FA schedule.

4.Other tasks

- Carry out other relevant tasks assigned by, and mutually agreed with, the line manager and Head of Finance.

Please Note: The above TOR contains the main responsibilities and duties of this position. However in an ever evolving organisation such as IUCN staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TOR. Where any task becomes a regular part of staff member's responsibilities, the TOR should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.

REQUIREMENTS

- Bachelor's degree in finance, accounting, or in a related field.
- At least two years experience working in similar role.
- Proficiency with accounting soft-wares such as SAP, ERP.
- Extensive knowledge of accounting standards, fiscal procedures, and applicable tax codes.
- Exceptional attention to detail.
- Excellent collaboration and communication skills.
- Great analytical and problem-solving abilities.
- Superb organizational and time-management skills.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6347>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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