



## JOB DESCRIPTION

**Job Title:** Country Finance Manager (Bangkok, Thailand) (Thai Nationality Only)  
**Department:** Finance  
**Reports to:** Programmes Manager (TH)  
**Direct Reports:** Administrative Officer (Bangkok, Thailand)  
**Indirect Reports:** None

### **Organisational Background:**

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

### **Country and Project Background:**

The office in Bangkok, Thailand is the centre for the programmes in Thailand, in addition to serving as a regional office for Asia. Malaria Consortium is a key partner of the national malaria programme in Thailand, working with the Department of Disease Control (DDC) and the Bureau of Vector Borne-Diseases (BVBD) in the monitoring and evaluation (M&E) of malaria activities in the country.

### **Job Purpose:**

To provide a pro-active, efficient, timely and relevant finance service to the technical and operations departments including project reports at a level of detail necessary to manage budgets effectively. To ensure proper books of account are maintained in compliance with local law and MC Finance Management Policies and Procedures. To prepare timely management and financial accounting report to regional and head office staff as laid down in the reporting timetable. To be part of the Senior Management Team of the country team.

### **Key Accountabilities:**

#### **1. Financial Accounting**

- Prepare and maintain Thailand books of accounts in accordance with MC Finance Management Policies and Procedures accurately and on a timely basis.
- Prepare all payments of supplier invoices, staff advances, staff expenses and other payments for payment approval in accordance with MC relevant standard policies and procedures.

- Review advances for field activity and staff travel, ensuring proper process for disbursement of funds, correct documentation and the settlement of advances in a timely manner and in line with budget.
- Prepare the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities.
- Prepare the country monthly financial report to the regional office in line with Malaria Consortium monthly reporting checklist and timetable with all sub ledger reconciliation.
- Perform other related duties or support as required by Malaria Consortium Africa, Malaria Consortium Asia and Malaria Consortium UK office or any offices.
- Maintain the fixed asset register and conduct the fixed asset monthly spot check with administrative officer.

## **2. Financial Systems Development**

- Work with the Asia Financial and Operations Manager to improve financial systems in the Asia office, recommending change as part of the global MC improvement to provide timely and appropriate financial information to MC's Budget Holders and donors.

## **3. Management Accounting**

- Prepare country financial reports for each donor/partner in coordination with technical reports in accordance to the donor/partner requirements; submit all reports to the Asia Finance and Operation Manager for review prior to submitting to the donor.
- Prepare and ensure monthly management accounts are reviewed and variances are acted on by budget holders; report to the Asia Finance and Operations Manager on the variances and the corrective action that will be taken.
- Prepare annual budgets, forecasts and monthly cash flow projections for the country.
- Make regular visits to the field offices, project sites and partners to ensure quality in all aspects of finance management.
- Develop new budget proposal.

## **4. Legal, security and Risk Management**

- Coordinate with the auditors to complete required statutory audits.
- Conduct spot checks in the Thailand and field offices to ensure internal control are working.
- Ensure, in conjunction with Programmes Manager and Asia Finance and Operations Manager, compliance with all local legal requirements, including tax, pensions and insurance.
- Identify and assess risks facing the Thailand programme and develop mitigation strategies along with the Programmes manager supporting the completion of the country risk register.
- Ensure that all procurement procedures are followed and are timely, accuracy and support the Administrative Officer in Thailand.

## **5. Human Resources**

- Set the objectives for the Administrative Officer in coordination with the Programmes Manager and carry out performance appraisals at regular intervals and at least annually.

- Actively support and lead the Administrative Officer.
- Ensure that time sheets are completed by all country staff on a monthly basis.
- Coordinate the absence of the Administrative Officer to ensure all gaps are covered and handovers completed prior to any leave.

## **6. Others**

- Assist Regional Finance and Operation Manager as requested for the country and regional finance matters.

## **PERSON SPECIFICATION**

### **Qualifications and Experience:**

#### **Essential:**

- Bachelor's degree in accounting.
- Minimum of five years experience in overall functions of finance and accounting especially closing account with analysis and budget/forecast preparation, with at least three years in a managerial level in accounting/finance.

#### **Desirable:**

- MBA/Master degree is a plus.
- Qualified in accountant in recognised global body e.g. CPA (Certified Public Auditor).
- Knowledge of non-governmental organisation financial reporting requirements to donors.

### **Work Based Skills and Competencies:**

#### **Essential:**

- Native speaker of Thai. Fluent in English, both written and verbal communication skills.
- Strong ability to prioritize multiple tasks and timely responsiveness.
- Ability to work well in a cross-cultural environment.
- Computer literate with strong Microsoft Excel skills.
- Attention to detail and accuracy in work.
- Good interpersonal and communication skills.
- Good attitude, flexible, active, well-organised, independent and service-mind.
- Willing to learn and adapt.

#### **Desirable:**

- Working knowledge of accounting software.

## **OTHER KEY INFORMATION**

Travel: Quarterly travel will be required to support the field office in the country.

Length of contract: Permanent.

Location: Bangkok, Thailand.

**How to apply:**

Interested candidates are requested to submit cover letter, CV and quote the position to [hr.asia@malariaconsortium.org](mailto:hr.asia@malariaconsortium.org)

Envelope or email should be marked Job Application – Country Finance Manager (Bangkok, Thailand)

Malaria Consortium Asia, Faculty of Tropical Medicine, Mahidol University, 420/6 Rajavidhi Road, Ratchathewe District, Bangkok 10400 Thailand, [www.malariaconsortium.org](http://www.malariaconsortium.org)