



ECPAT INTERNATIONAL VACANCY NOTICE

Position: **Accountant**
Location: Bangkok, Thailand
Reports to: Finance Officer
Duration: Two years, extendable
Starting date: As soon as possible

ORGANISATIONAL CONTEXT

ECPAT International is a global network of organisations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations i.e. exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 109 members working as independent organisations or coalitions at national and local levels in 96 countries.

The ECPAT International Secretariat coordinates the global work of the organisation and is based in Bangkok, Thailand. The Secretariat designs and implements global and regional level programmes, and undertakes programming, campaigning, advocacy and research to facilitate a range of network initiatives.

OVERALL PURPOSE OF THE JOB

To support the financial operations of ECPAT International, specifically to maintain the payment processes and accounts of the organisation.

TASKS AND RESPONSIBILITIES

1. Process all incoming invoices and payment requests, ensure all necessary authorisations are obtained, ensure account, budget and grant coding is obtained, verify accuracy and completeness of supporting documentation; verify charges are in accordance with supporting documentation, for example contract details
2. Post all payment transactions in the accounting software, and manage the filing system of payment documentation
3. Ensure compliance with Thai withholding tax regulations for external suppliers and prepare related actions
4. Process and ensure all incoming receipts which are not-grant related
5. Verify expense reports from staff and other parties for accuracy and compliance with ECPAT's established policies and procedures; follow up on any outstanding advance payments to staff and other parties (this excludes sub-granting processes)



6. Manage all banking transactions (both I-banking and manual transactions) including preparation of payments, ensure the authorisation of payments, and reconciliation of bank accounts; manage day to day relations and communication with banking institutions
7. Prepare payment process for monthly approved payroll
8. Petty cash management: maintain cash box, cash register, reconciliation, and handling of currency exchange
9. Process monthly office credit card statements, verify transactions and ensure completeness of supporting documentation
10. Assist with the facilitation of external audits
11. Pro-actively make recommendations to the Finance Officer on matters of internal processes, work flows, and system improvements
12. Carry out any other financial and administrative tasks from time to time as may be assigned by the Finance Officer

PROFILE

Qualifications & Experience

- Fluency in English and Thai (written and spoken)
- University degree in accounting or business administration
- At least two year of relevant experience with non-profit organisations
- Demonstrated knowledge and skills in computer based accounting tools; QuickBooks will be a plus
- Advanced knowledge of Microsoft Office, specifically Excel

Core Competencies

- Demonstrated commitment to ECPAT's mission and values
- Following instructions and procedures
- Ability to collect and analyse data and summarise information for different audiences
- Details oriented
- Confidentiality

ADDITIONAL INFORMATION

- This position is open only for Thai nationals or for residents with permission to work in Thailand

APPLICATION PROCESS

On how to apply please visit ECPAT website: <http://www.ecpat.org/about-ecpat/employment/>

Deadline: Sunday 23 June 2019

ECPAT International is committed to keeping children safe. The selection process reflects our commitment to the safeguarding of children.