



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Chiang Mai, Thailand is seeking an ambitious

Office Administrator and Accountant

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our administration and accounting team in Chiang Mai needs your support with various financial and administrative tasks.

Your duties and responsibilities include but are not limited to:

Financial tasks and accounting

- Handle petty cash and assure daily cash flow
- Maintain cash balance and withdraw cash on time
- Handle and verify cash advance requests and cash advance clearing following our travel and other financial policies
- Review payment requests and arrange and confirm domestic and international transfers to beneficiaries, partners, suppliers, and service providers on time
- Prepare petty cash vouchers and other supportive documents to prove accounting transactions
- Keep accounting up to date and enter accounting transactions to our accounting software
- Take care of various currencies in cash registry and bank accounts
- File and manage accounting documents
- Coordinate with project administrator on a daily basis
- Be main contact for any bank related matters
- Perform additional duties when required and assigned by Senior Office Administrator and Accountant

Office administration

- Carry out various administrative duties such as purchasing stationary and other assets in accordance with the procurement policy and day to day operation matters
- Make travel arrangements such as booking flights, cars, hotels, etc.
- Create and maintain a nice working environment including office site management
- Help organizing and executing special events and meetings
- Manage our car pool such as renewal road tax, car insurance, etc.
- Run various errands and any other tasks assigned by the Head Office Administration and Accounting

We are looking for a person with

- A strong interest in working for an NGO
- A graduate diploma, bachelor's degree in accounting/financial management, office administration or equivalent education
- 3-7 years of work experience in the field of accounting, finance, office administration or a similar field
- Knowledge of accounting principles and standards
- Experience in cash management
- Understand how to use exchange rates and handle different currencies
- Experience in working with finance software and Microsoft Word, Excel and PowerPoint
- An analytical mindset, detail-orientation and strong problem solving skills
- Great interpersonal skills and verbal and written communication skills
- Good organizational and time management skills
- An open mind, a positive attitude and the desire to support others
- Adaptability to changing technology and stressful times
- Thai mother tongue
- Intermediate spoken and written English language skills
- Driving licence for car

What we offer:

- A full-time position in our office in Chiang Mai with an unlimited contract
- Multicultural working environment with a team of more than 10 nationalities
- Working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- A salary in the range of THB 20,000 - THB 30,000 per month plus monetary and non-monetary benefits (the final salary will be decided after the selection process, and is based on the relevant work experience, skills and knowledge).

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to christin@childsdream.org until 14th August 2022.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

Chiang Mai, 14th July 2022