



You would like to work for a charitable, not-for-profit organisation in Chiang Mai? We at Child's Dream Foundation are looking for a passionate

Assistant 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 adolescents.

Our Administration and Accounting team in Thailand needs your support with various administrative and financial tasks.

Your duties and responsibilities:

Assist in office administration

- carry out various administrative duties such as filing, sorting, emails, managing procurement of office stationary and other assets, day to day operation matters
- make travel arrangements such as booking flights, cars, hotels etc.
- manage and maintain Child's Dream inventory
- create and maintain a nice working environment including office site management
- help organising and executing special events and meetings
- manage our car pool such as renewal road tax, car insurance etc.
- liaise with health insurance providers and organise annual health check for our employees
- run various errands

Assist in financial tasks and accounting

- document financial transactions in our accounting software
- prepare and execute payments, verify documentation

Assist in legal tasks

- coordinate with Thai government authorities for visas, work permits, licenses, etc.
- deal with lawyers for notary services, audit firms and other stakeholders etc.

We are looking for an ambitious person with:

- a strong interest in working for an NGO,
- completed vocational college education in accounting/financial management, office administration or equivalent education
- minimum 2 years of work experience in the field of office administration and accounting or a similar field
- great interpersonal skills and verbal and written communication skills,
- good organisational and time management skills,
- an open mind, a positive attitude and the desire to support others,
- knowledge of appropriate software including Microsoft Word, Excel and Powerpoint
- intermediate English language skills,
- valid driver's license,
- and Thai nationality.

We sparked your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, two reference letters and certificates of education) to por@childsdream.org.

The application deadline is **15 March 2021**.

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, 15 February 2021