

**Open to Internal and External Candidates**

Position Title	: <b>Finance Assistant</b>
Duty Station	: <b>Bangkok, Thailand</b>
Classification	: <b>General Service (G-5, THB 74,905.75 per month)</b>
Type of Appointment	: <b>One Year Fixed-Term Contract</b> <b>Initial 12 months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>14 August 2024</b>

***(Open for Thai Nationals Only)***

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

**1. ORGANIZATIONAL CONTEXT AND SCOPE:**

Under the general supervision of the National Resources Management Officer (NRMO) in IOM Thailand and the direct supervision of the Snr. Resources Management Assistant; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the incumbent will assist in managing the financial resources management functions in IOM Thailand.

**2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Assist in preparing annual mission and project budget submissions, revisions and forecasts for staff and office costs and budget monitoring;
- Assist in the preparation of project financial reports;
- Review all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Assist in the monthly accounts closure process and in coordination with the Regional Accounting Support (RAS) on queries related to mission accounts;
- Maintain a system of staff and office costs management
- Assist in the analysis and maintenance of (sufficient) funds at the mission.
- Coordinate with banks to ensure timely completion of disbursement processes;

- Coordinate with project finance staff on financial, accounting, budget and reporting matters to ensure that the internal controls are in place and well-functioning;
- Guide, train and provide consultation to finance staff in the mission on preparation and maintenance of the accounts, including payment and disbursement processes; guide and train all staff on organizational policies, rules and best practices related to financial management;
- Perform other related duties as assigned.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **EDUCATION**

- School diploma in Accounting, Finance, Management, Business Administration, or any related field with at least five years of relevant working experience; or,
- Bachelor's degree in Accounting, Finance, Management, Business Administration, or any related field from an accredited academic institution with at least three years of relevant working experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

#### **EXPERIENCE**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **SKILLS**

- High level of computer literacy, good knowledge of MS Office, in particular in Excel;
- Good oral and written communication skills;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to exercise sound judgment;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and;
- Knowledge of SAP is highly desirable.

### **4. LANGUAGES**

- Fluency in Thai and English (oral and written) is required.

## 5. DESIRABLE COMPETENCIES:

The incumbent is expected to demonstrate the following values and competencies:

### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

### Core Competencies – behavioural indicators *level 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

### **How to apply:**

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. **Please attach the following documents in your application.**

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

### **Other**

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.

- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only applicants who meet the above qualification will be considered.

For further information and other job postings, you are welcome to visit our website: [Careers | IOM Thailand](#).