

VACANCY ANNOUNCEMENT

October 2017

Finance Officer, Asia and the Pacific Regional Programme

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

The ICJ is seeking to recruit a Finance Officer to manage its Asia and the Pacific's Regional Programme's finances, from its Regional Office in Bangkok, Thailand. S/he will be responsible for effectively and efficiently maintaining the Programme's finances in order to meet the ICJ's financial reporting requirements. The ideal candidate has worked for at least three years in finance and has attained the required knowledge, skills and expertise through the completion of a degree or diploma in Accounting, Finance or Business Administration.

RESPONSIBILITIES

Reporting directly to the Senior International Programme Manager and functionally to the International Finance Officer, the Finance Officer has the following responsibilities:

- Manage and monitor the financial and accounting system. Process all accounting entries;
- Carry out monthly reconciliations of financial statements and assist with monthly and annual closings;
- Draft monthly and quarterly financial statements and general ledger;
- Assist with the preparation, implementation and monitoring of the Programme's budgets;
- Assist with financial audits;
- Assist in the implementation of internal controls and the elaboration of financial control tools;
- Be responsible for the Office petty cash;
- Verify and process all invoices for payment ;
- Maintain relationships with the bank and other service providers.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- A degree or diploma in Accounting or Business Administration;

- Three to five years of work experience in finance, including with analytical accounting. Work experience in an international organization is desirable.

Essential Skills

- Excellent organizational, planning and time-management skills. Ability to take initiative and capacity to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Excellent interpersonal skills. Ability to work well as part of a team and thrive in a fast-paced, multicultural environment;
- Excellent language skills in spoken and written English and Thai;
- Ability to operate computerized accounting, spreadsheet and word-processing programmes at a highly proficient level. Experience with Sage ERP X3 is an asset;
- Commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **1 November 2017** and should be addressed with your resume, a cover letter and the names of at least 2 references to:

Ref: Finance Officer, Thailand

By email: asia-recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries, thank you for your understanding.