



## **Vacancy Announcement**

Title	: Admin & Finance Officer
Report to	: Vice-chair
Location	: Chiang Mai, Thailand
Assignment Type	: Part-Time position
Language Required	: English and Thai
Duration of initial Contract	: 12 months
Closing date for application	: Until the position is fulfilled

### **About the LinQ Foundation**

The LinQ Foundation is a registered foundation based in Chiang Mai, Thailand, which seeks to create bridges between LGBTQ individuals, particularly from vulnerable communities in Thailand, in order to provide opportunities for support, sharing, and exchange. We work closely with partners, and networks at national, regional, and international levels, to foster a common understanding and respect of human rights and dignity with the aim to end discrimination and enable LGBTQ individuals to contribute to society to their fullest potential.

The LinQ Foundation is seeking a committed and enthusiastic individual to join our team in Chiang Mai as Admin and Finance Officer (part-time). The post is located at The LinQ Foundation's office.

### **Job purpose**

The Finance Officer is responsible for ensuring financial management is consistent with projects and organizational policies & procedures. The Finance Officer will be liable to supervise and lead the finance team to strengthen the capacity and efficiency. This position will be responsible for ensuring donor regulations, overall financial management, and compliance in all financial management and reports.

### **Key Responsibilities**

#### **Financial Management**

- Responsible for preparing full sets of projects and organizational reports with variance analysis
- Ensure the financial data are regularly reviewed and checked before record in the system
- Ensure the expenses are in line with the budget and donor agreements
- review all payments request and finalize the payment and oversee all bank transfers
- Responsible to prepare month end closing and produce the report
- Financial orientation to new staff and refresher to all staff at every year
- update all financial documents in the Drive storage
- Provide necessary assistance to supervisor on budget preparation
- Perform Year-end financial closing and prepare for projects and organizational auditing
- In-charge of audit process and liaise with partners to meet the individual projects and organizational deadlines
- Monitor and follow up on the multi-currency exchange rate fluctuation to reflect in the accounting transactions and budget

#### **Administrative**

- Responsible for handling all types of correspondence related to administrative issues (rental, bill, invoice, meeting, activity, event, etc.,)



- Maintain and monitor the use of office properties such as telephone, office equipment, audio-visual equipment, computers, communication equipment, etc.,.
- Be responsible to ensure that all staff's monthly timesheets, reports, leave requests, employment contracts, and insurance are recorded and updated on time and stored accurately
- Provide support visa and work permit process for the foundation's volunteers
- Support for communicating with suppliers as and when needed
- Maintain and organize the administrative documents are stored properly online
- Perform any other ad-hoc duty as assigned

### **Team Responsibilities**

- Participate in team meeting
- Participate in LinQ training, meeting, and activities
- Participate in preparation the month / year end closing for reporting and auditing
- Ad-hoc duty assigned by supervisors

### **Requirements**

- A Bachelor's degree in Accounting, Finance or/and Diploma in Accounting with at least 3 years of officer position working experience in financial management, and accounting in NGOs
- A team player, proactive, and good attitude
- Fluency in writing, reading and speaking English and Thai.
- Able to work independently with minimum supervision
- Attention to details and deadlines-oriented
- Good communication and interpersonal skills
- Experience in using QB accounting software, Microsoft excel and word
- Able to work with diverse working environment
- Audit experiences is required

### **Salary and Benefits**

Competitive local salary based on experience; basic social security coverage; and accident insurance. Opportunities to engage with local and international human rights advocacy networks, capacity building, and training opportunities will also be offered.

### **How to apply**

Interested candidates who meet the above requirements are encouraged to submit their application to [contact@thelinqfoundation.org](mailto:contact@thelinqfoundation.org) with a cover letter, a comprehensive CV, and two referees (name/title/contact details).

Only shortlisted candidates will be contacted. Reference and background checks will be performed for successful candidates.

The LinQ Foundation is committed to an equal employment opportunity with diversity and inclusive principles. Qualified candidates are strongly encouraged to apply regardless of their gender identity, sexual orientation, religion or belief, or disability. All the LinQ staff are required to sign and adhere at all times to the LinQ's code of conduct, non-discrimination policy, and other human resources policies.

*LGBTQ+ individuals are encouraged to apply.*