

Terms of Reference: Regional Accountant / Finance Officer (3 Months Maternity Cover)



DT Global

Location: Bangkok, Thailand

Duration: up to 3 months 1 week (1 December 2022 – 10 March 2023)

Report to: Operations Manager (OPM)

Performance Management and Reporting

Framework: ASEAN-ACT HR Framework

Deadline for applications: 16 October 2022

About DT Global

DT Global is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. We are a part of the DT Global Family, a network including a for-profit company, a separate non-profit entity, and a charitable trust, all behind one mission: to improve as many lives as possible. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

About the program

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are currently establishing programming in Indonesia, whilst all programming in Myanmar is on hold.

Objectives of Role

The Regional Accountant / Finance Officer will be responsible for key finance functions as part of the program support team. Based in Bangkok but working in collaboration with the country offices, the position will work in a timely and detailed manner to ensure ASEAN-ACTs financial transactions are complete, accurate and comply with the program's policies and procedures. The position will also provide assistance to the program support team with logistics and events as required.

Responsibilities

Working closely with the OPM, the Regional Accountant / Finance Officer will:

Financial Management

- Ensure all country office staff understand and comply with financial management and administrative system requirements, including through the provision of appropriate training

- Provide timely and accurate processing of payroll for national staff
- Manage asset insurance policies
- Keep the asset register up to date and oversee fixed asset reports from other country offices
- Process petty cash payments and acquittals, banking, transfers and payments
- Prepare and consolidate monthly funding requests for program funds
- Monitor and maintain the advance payment system
- Prepare vouchers for cash and bank transactions and record transactions in MYOB accounting program in a timely manner
- Monitor and ensure the accuracy of all recordings on a regular basis
- Assist the OPM in responding to any DT Global or DFAT requests.

Financial Reporting

- Prepare and submit monthly financial reports on timely basis
- Provide all required financial and administrative data and reports to the OPM as required.

Administration Support

- Prepare/verify and examine staff travel reimbursement claims in order to maintain compliance with program policies, procedures and reporting requirements
- Correspond with banks on financial matters and inform OPM about all activities regarding the bank transactions
- Support the operations team with logistics relating to training activities, workshops and meetings, including arranging accommodation and transportation as instructed by OPM
- Support compliance with DFAT core policies, including but not limited to Fraud, Disability and Child Protection Policy
- Other duties as directed by the OPM

Selection Criteria

Essential Experience and Knowledge

- Bachelor degree in Accounting, Finance, Business Administration or any other related fields;
- At least 5-years experience of relevant financial reporting and monitoring work;
- Sound experience working with MYOB
- Demonstrated IT skills including experience in Office 365 (Word, Excel and Outlook) and MYOB accounting software or similar accounting software;
- Demonstrated experience in expense classification, data entry, and expenditure reporting;
- Demonstrated integrity and adheres to organisational policies and procedures.

Desirable

- Ability to work under pressure whilst ensuring accuracy and attention to detail;
- Good interpersonal, teamwork and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders;
- Working with DFAT or within a donor environment will be viewed favourably
- Strong written and oral communication and interpersonal skills including good written and oral English and Thai language skills.

How to Apply

Interested applicants must submit:

- A curriculum vitae detailing experiences
- The names and contact details of three professional referees
- Current salary and any salary expectations

Applicants should clearly indicate 'Regional Accountant / Finance Officer' in your e-mail title and submit to recruitment@aseanact.org.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.