ECPAT International
Vacancy Notice
Finance and Admin Associate

Duty station: Bangkok
Supervisor: Finance Officer
Period: One year (full time), with option for extension

ABOUT ECPAT INTERNATIONAL
ECPAT International is a global network of civil society organisations dedicated to ending the sexual exploitation of children (SEC) in all its manifestations. This includes the exploitation of children in prostitution, in the context of digital environments, in the context of trafficking of children for sexual purposes, the sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 124 members working as independent organisations or coalitions in 104 countries.

The ECPAT International Secretariat coordinates the global work of the organisation and is based in Bangkok, Thailand. The Secretariat designs and implements global and regional level programmes and undertakes programming, campaigning, advocacy and research to facilitate a range of network initiatives. About half of the ECPAT team is home based globally, with the other half based in the Bangkok office.

The operations team in Bangkok is currently four persons and supports the Bangkok and the global team.

OBJECTIVES OF THE POSITION
The Finance and Admin Associate will support the ECPAT’s operational team in Bangkok with the day-to-day work flow of financial transactions, travel and meeting arrangements, and administrative office tasks.

FINANCE
• Process incoming invoices and payment requests, ensure all necessary authorisations are obtained, verify accuracy and completeness of supporting documentation; verify charges are in accordance with supporting documentation, for example contract details
• Verify expense reports from staff and other parties for accuracy and compliance with ECPAT’s established policies and procedures; follow up on any outstanding advance payments to staff and other parties
• Support the Accountant in banking and petty cash processes, including preparation of cheques.
• Other support to Finance Officer and Accountant in daily work-flows

ADMIN
• Support ECPAT staff in travel arrangements, including arrangement of flight tickets and hotel accommodation
• Support meeting arrangements, such as venue bookings, participants’ flights, hotel bookings, both for Bangkok based events and remotely for meetings organised abroad
• Prepare procurement files for above arrangements and support staff outside Thailand with collecting and completing their procurement files
• Support in office management (supplies, postal & mailing, maintenance, etc)
• Support the Admin team in other daily work-flow

The focus of the position is on Finance, though the division between Finance and Admin tasks will fluctuate periodically depending on the work-flow and activity level of the organization and any absence of colleagues within the operational team.

PROFILE

Qualifications & Experience
- Fluency in Thai and good working knowledge of English (written and spoken)
- University degree in accounting or business administration
- At least two years of relevant experience with non-profit organisations
- Advanced knowledge of Microsoft Office, specifically Excel

Core Competencies
- Demonstrated commitment to ECPAT’s mission and values
- Following instructions and procedures
- Ability to collect and analyse data and summarise information for different audiences
- Detail oriented
- Confidentiality

This is a national position only for candidates with the right for employment and residence in Thailand

Commitment to Safeguarding
ECPAT is committed to ensuring children and adults engaged with our organizations are safeguarded from any form of sexual abuse and sexual exploitation. The candidate is required to act at all times according to ECPAT’s values and principles and in compliance with our policies and procedures, including Child Safeguarding and our Code of Conduct. Submission of a criminal record is required.

HOW TO APPLY

Please find information on our website: https://ecpat.org/careers/

Applications can be submitted to: vacancy@ecpat.org
Please mention in the subject header your name and ‘‘Finance and Admin Associate’’

DEADLINE FOR APPLICATIONS
10 September 2023