

Terms of Reference

1. POSITION DETAILS

Position Title	:	Finance and Administrative Assistant (Thai Nationality)
Contract Period	:	6 Months, from 1 st July – 31 st December 2019
Reports to	:	Finance Officer
Location	:	APCOM Secretariat Bangkok, Thailand

2. ABOUT APCOM

APCOM is a not-for-profit regional organisation based in Bangkok, Thailand, representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also address other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

3. ROLES AND RESPONSIBILITIES

The Finance and Administrative Assistant is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance and Administrative Assistant must comply with the Financial Administration Act, Generally Accepted Accounting Principles and organisation financial by-laws, policies and procedures.

3.1. FINANCE AND GENERAL OFFICE OPERATIONS

The Assistant shall perform the day to day processing of financial transactions to ensure that organisation finances are maintained in an effective, up-to-date and accurate manner.

- Ensure all the financial transaction is handled according to APCOM's rules and regulations and manage day to day transactions.
- Ensure timely payment to vendors, including correct preparations of cheques, supported by complete documentation and invoices
- Record all the transactions in the computer – based accounting system
- Ensure proper documentation of supporting documents for any payment related to staff such as Staff's advance / reimbursement and salary
- Prepare and monitor advance payments disbursed for activities
- Process remittance advice for transfers to/from donors and partners
- Maintain assets inventory, assignment and return of asset
- Provide support to Finance Officer to complete the month – end closing of accounting books on time and with accuracy
- Logistics coordination and preparation for events/activities/meetings/consultations such as Board Meetings, Stakeholders Meetings and International Conferences.
- Assist in purchases and procurements of materials, goods and equipment according to the organisation's needs
- Provide support service to HR, general operating activities including but not limited to:
 - Prepare supporting documents for HR related payments;
 - Maintain proper filing system for the HR unit;
 - Liaise with authorisers related to HR and office operations such as Revenue Department, Social Security Office, District Office, Banks, etc.
- Assist in training activities, arrange venues and facilities. To be as focal point for general coordination;
- Perform general support duties as assigned.
- Administration and Management of day to day operations
- Other tasks assigned by supervisor

3.2. INSTITUTIONAL

A. Work Environment:

1. Encourage team environment within the work place.
2. Team members help each other succeed by providing expertise on different projects and duties to accomplish the each other's objectives and reach organisation's goals.

B. Strategic Direction:

1. Participate in and contribute to organisational reviews to identify strengths and gaps and to evaluate overall organisational effectiveness in achieving its Strategic Framework: TENACITY 2018-2020;
2. Contribute recommendations based on lessons learned in implementing projects, and observed emerging regional and global trends in funding landscape and advocacy
3. Participate in and contribute to resource mobilization efforts including through proposing innovative ideas for potential projects, or identifying advocacy or intervention gaps at country or region level where APCOM can address;
4. Regularly update the organisation's directory of partners at all levels and actively seek out missing information

C. Engagements and Communications:

1. Develop and/or contribute content to promote organisation's projects and activities in monthly Newsletters, social media platforms and e-list serves;
2. Establish and maintain effective relationships with communities and networks of key populations, civil society organisations, technical institutions, and relevant stakeholders at country and regional levels;
3. Duly represent APCOM in meetings, technical working groups, and conferences in the areas of research and strategic information, demand generation and behavioral change communications, human rights and SOGIESC, and capacity building and technical assistance

4. QUALIFICATIONS

4.1. Knowledge and Skills Requirements

- Bachelor degree in Business Administration, Accounting, Managements, with some finance background with at least 2 years experience or equivalent professional / academic level
- A basic understanding of office operations system

- Familiarity with Microsoft Office, especially Microsoft Excel
- Experience in Administrative and Accounting software such as QuickBooks would be an asset
- Experience in working with non-profit organisation would be an asset

4.2. Key Behaviors and Abilities

- Ability to work efficiently under pressure, with limited day-to-day support with a sense of humor, and a willingness to take on different projects and tasks as need arises.
- Basic written and verbal communication skills in English with an ability to communicate in another Asian language preferred
- Excellent time management and ability to produce outputs as per agreed deadlines
- Well-developed professionalism, tactfulness, personal discipline and impartiality
- Ability to work as part of a team, sharing information and coordinating efforts within the team
- Ability to solve problems and work independently
- Ability to adapt to effectively working in multi-cultural environment

PREPARING YOUR APPLICATION:

If you think you have the passion, skills and qualifications for this position and would like to join our team please prepare your application, by addressing each point listed in section 4.1 'Knowledge and Skill Requirements' in the above position description/brief. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate that they meet the requirements and failure to submit the concept note will not be invited to attend an interview.

Please attach this **application** along with **your CV, covering letter**, and **proposed monthly rate** and submit to the APCOM Secretariat by emailing JoinUs@apcom.org before the application closing date as states on the [website](#).

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

SUBMISSION CHECKLIST:

Please ensure that you have attached and included the following information to ensure your application is complete.

- ✓ Application (addressing each of the points in Section 4.1: 'Knowledge and Skill Requirements')
- ✓ CV
- ✓ Cover Letter (Please include proposed monthly salary in Thai Baht)