Job Description

Position Title: Senior Accountant
Position Reference: 2207TH06
Position Location: Bangkok, Thailand
Timeframe: 1 August 2022
Type of Contract: Open-Ended (3 months probation period)
Assigned Unit/Team: Finance Unit/Global
Coordinator: Managing Director
Supervision of staff: Bookkeeping Clerk

Overview: The Senior Accountant will be responsible for the general accounting operations by controlling and verifying COAR's financial transactions. In particular, the Bookkeeping Clerk will be responsible for the annual operating budget and cashflow forecast, will handle the receivable and payable accounts and process payments. He/She will supervise and provide the Bookkeeping Clerk with support required for the accounting recording and act as the liaison with the Audit Firm by providing appropriate financial statements. Additionally, he/she is expected to give advice, audit accounts and provide trustworthy information about financial records. The successful candidate will need to have excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments. COAR delivers neutral and objective research and analysis, which identifies - but does not influence - local stakeholders, relationships, interests, and analyses broader political, economic, social, and security dynamics and trends. COAR research leverages social media, personal networks, field research teams, and local experts in order to map and translate the local human context; COAR analysis synthesizes and studies this data in order to inform both programmatic and strategic decision-making, reduce security and conflict sensitivity risks, and increase the impact of humanitarian, development, stabilization, peace-building, and peacekeeping initiatives.

Job Responsibilities

- Responsible for all aspects of accounting including month end closing process (running depreciation, management of all Payroll including recording of international payroll in SAP and updating of national staff’s severance provision).
- Month end closing process of Balance sheet management, including clearing Pre-paid and Accrual items, Accounts Receivables, Accounts Payable, Staff Advance, and Inter-Company accounts.
- Review all vouchers including payments, receipts, and liquidation transactions and journal vouchers prepared by the Bookkeeping Clerk.
- Ensure tax/VAT compliance to local law in the country of Cyprus and Thailand.
- Assists with external audits (financial and sales/use tax), including preparation of audit schedules and support.
- Ensure financial documents are correct and complete. The accounting records and supporting documents and any other pertinent information necessary for the audit be at the disposal of auditor.
- Drive improvements to the internal accounting processes through automation, improved accuracy, and efficiency.
- Perform other ad hoc duties as assigned.

Qualifications and Experience
The ideal candidate for the Senior Accountant will have:
- Minimum 3-5 years of accounting experience preferably with 1-2 years of public accounting
- Bachelor’s degree in Accounting
- CPA preferred
- Proficiency with Microsoft Excel, and SAP is preferred but not required
- Experience performing and reviewing balance sheet account reconciliations
- Process improvement mindset leveraging information systems
- Strong analytical/problem-solving skills, with outstanding attention to detail and excellent organizational skills
- Strong communication and interpersonal skills with the ability to interact with and support the rest of the team

Benefits:
- Monday to Friday: 9:00 am – 1:00 pm, 2:00 pm – 6:00 pm; work remotely as necessary.
- 18 days Annual Leave
- 13 days Public Holidays per year
- 30 days Sick Leave per year
- 3 days Personal Business Leave per year
- Health Insurance Allowance
- Communication Stipend
- Friendly environment
- Annual bonus upon performance

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.