

Position: Account Assistant

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a platform of National Committees on Population and Development and Parliamentary Committees on Health and Population in the Asia-Pacific and CIS Countries from 25 countries. We are committed to fostering a cooperative environment between Asian Parliamentarians in area of population and development. AFPPD has been monitoring and supporting population and development-related policies and programmes in the region. We also work to mobilize resources, in particular for United Nations Population Fund (UNFPA), and other population programmes in Asia. Out of 25 National Parliamentarians Committees, 15 have full time staff support to conduct regular, advocacy activities, which are mostly funded locally by UNFPA and various other agencies

Roles and Responsibilities:

Under the supervision of the Executive Director of AFPPD, the Account Assistant will work as a member of the AFPPD team to assist in all aspects of Accounting management

Responsibilities:

- Filing and documenting for accounting
- Accounting data entering by computer program
- Handle general ledger accounting of income, expenses, account receivable, account payable
- Receiving bill of supplier and verify correctness of bills.
- Preparing the payment voucher verify, record payment, review cheque payment
- Handle petty cash, control the system of cash advance, organization's bank accounts and bank reconciliation.
- Revise general accounting transaction, adjustment journal voucher, accrual entries income recognition and expense including all appropriate.
- Responsible for general ledger monthly closing and monitoring trial balance.
- Collection and record received account receivable abroad
- Compiling monthly income and expenses report.
- Prepare supporting document for monthly close for Japan office
- Prepare cash flow forecast weekly and monthly budget report
- Calculate and prepare COE quarterly and project closing.
- travel settlement for team members
- Interact extensively with external auditor and local bank
- Involving in preparing budgets for proposals which will be submitted to donors/ or partners
- Ensure all accounting transactions are complying with company guideline.
- Cooperate in programme/maintain all financial system data requirements

Qualifications:

- Thai Nationality
- University Degree in Accounting and knowledge of Accounting Program (Quick book 2008 program is an advantage)
- At least 3 years working experience as an Accountant
- Experience on budgeting and financial report preparation in English
- Relevant experience in reputed organization

- Fluency in English and Thai (written and spoken)
- Adequate computer skill
- Good organization, paying attention to detail and accuracy and rigorous follow up
- Responsive to changing circumstances and adaptable to requirements at short notice.

Salary: 30,000 Baht+. Higher salary can be offered to more experienced and qualified candidates.

Interested candidates are requested to submit Letters of application including curriculum vitae, **expected salary**, a recent photograph and the names, affiliations, addresses and telephone numbers of three referees to:

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****Only short listed candidates will be notified****