

## Job Position: Finance & Accounting Division Manager

### PURPOSE OF POSITION:

Provide overall leadership, oversight and management support for all aspects of financial management. This position is seen as a strategic partner, member of the Senior Management/Leadership Team of the NO, with a focus on ensuring accountability, stewardship, coordinating planning and budgeting processes, providing accurate financial data, analysis and advices, as well as developing financial strategy that best serves the NO strategic and program objectives. Responsible for the finance staff capacity strengthening, the development and implementation of good internal controls, risk management, and utilization and safe guarding of assets according to WV approved policies and procedures.

### MAJOR RESPONSIBILITIES :

#### A. Leadership, Capacity Development and Strategic Partnering

1. Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services.
2. Coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, SunSystems, grant management, risk management, leadership, etc.); and succession planning.
3. Model Christ-centered servant leadership and support spiritual development of his/her team.
4. Actively participate in the NO Senior Management/Leadership team meetings.
5. Attend and actively participate in strategic regional meetings.
6. Facilitate ND, SMT, Operations, Board and other non-finance staff in understanding and interpretation of financial statements.
7. Ensure partnership finance policies and procedures are understood by Senior Management, Operations/Technical staff, Communities, Local Partners and Board, as appropriate.
8. Develop strong networks internally (other NOs, SOs and partnership entities) and externally (other NGOs, banking entities, communities, etc.) through effective communication, relationships and twin citizenship.

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### B. Stewardship

Ensure adequate cost efficiency and effectiveness measures are in place and are being followed through:

1. Providing cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels.
2. Contributing to the development of appropriate policies and procedures for procurement of goods and services, in collaboration with the Supply Chain team.

### C. Financial Planning and Budgeting

1. In collaboration with other WVFT Directors, advise the ND on strategic resource acquisition.
2. Coordinate the planning and budgeting process and provide technical support, to ensure global and regional guidelines are met.
3. Review alignment of budgets between National Office, projects, grants, MyPBAS and Support Offices.
4. Control of NO budget, cash flow and project funding, by providing timely and relevant information to budget managers, in collaboration with the Operations Leader.
5. Contribute to the development of WV NO strategic direction and priorities.

### D. Fiscal accounting, compliance, monitoring and reporting

1. Design and manage systems, policies and procedures that provide appropriate levels of security and control of WV assets, resources and operations.
2. Coordinate the submission of timely, accurate and complete relevant reporting to the Partnership, Government and to internal users.
3. Define and implement efficient and effective internal control systems.
4. Adhere to partnership policies, procedures and guidelines as stipulated in the WVI Financial Manual and other documents, including – but not limited to: grant compliance, planning & budgeting, year-end closing, carryforward, accounting and reporting.
5. Adhere to local government financial and tax requirements.

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### E. Financial Risk Management and Controls

1. Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings, both at the NO and project levels.
2. Coordinate management responses to finance audits performed to the NO and projects; ensure they are sent on time to the Audit Department; and that finance related audit recommendations are implemented timely at all levels.
3. Coordinate adequate preparation for GC and external audits.
4. Manage Financial Risk.
5. Implement anti-corruption and fraud strategies.

### F. Perform other duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES :

1. Bachelor's degree in Accounting, Finance or Business Administration, or a related field
2. MBA in Finance, MSC in Finance/Accounting/Auditing preferred
3. ACCA, CIMA, CPA or equivalent preferred
4. Minimum 5 years experience in finance position with medium business/medium NGO/government agency
5. Minimum 2 years experience in finance management position

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มูลนิธิศุภนิมิตแห่งประเทศไทย

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หรือที่ : <http://www.worldvision.or.th/workwithus.html>