



URGENT!

TBC is now recruiting...

Field Admin Asst (Kanchanaburi)



The Border Consortium (TBC) works with conflict affected communities in SE Burma/Myanmar and 9 refugee camps in Thailand building preparedness for return and reintegration of displaced people. Through local partners and community led processes, TBC supports access to Food, shelter, capacity building for community management, and rehabilitation of conflicted affected communities. Now we are URGENTLY seeking **Field Administration Assistant (Kanchanaburi)** to join the team.

Job Purpose:

To assist Field Coordinator to conduct all administrative and finance functions in the field office.

Reporting Line:

This job reports to Field Coordinator.

Type of Employment/ Location:

Full time / Kanchanaburi Thailand

Job Responsibilities:

3.1 Core Responsibilities & Duties

As a member of the Field Operations Support Team (FOST), the Field Administration Assistant, supported by other members of the FOST, carries out the following tasks:

1. Accounting:
 - maintain QB accounting system; enter all transactions into QB system; maintain procurement, administration and financial files in good order; maintain complete records with supporting documentation; petty cash and month end account closing
2. Conduct bank transactions:
 - request new cheque books and savings passbooks; monitor balance in savings book
3. Support field staff to prepare expense claims:
 - collect documents to support any payments of staff expense claims
4. Local Procurement:
 - Issue PO to suppliers; send letter of confirmation for support to CBOs/Schools/Thai Authorities
5. Work with FOST to calculate projections for supplies based on population figures (TPD/SCF):
 - collect documents for calculating in SCF; Issue PO and contact suppliers to confirm orders each month; send letter of confirmation to NGOs for camp deliveries
6. Support the Field Coordinator to maintain cash-flow for field office:
 - monthly projections for cash flow needs at field office for BKK approval;
7. Complete all administrative work:
 - ensure food supplies are delivered on time; prepare supplies reconciliation (DR); enter DR receipts into QB system

8. Assist programme/field staff with monitoring decentralized budgets
9. Act as receptionist:
 - answer phone, respond to routine inquiries, coordinate travel to camps, visit CBOs/partners outside camps
10. Assist in personnel administrative duties including maintain proper records such as:
 - annual leave record: obtain camp passes, staff benefit administration, facilitate travel bookings and accommodation
11. Coordinate requests for support:
 - Thai Authorities/Schools/Thai villages/CBOs
12. Provide administrative support to all staff:
 - provide clerical support for staff trainings, workshops and meetings, oversee work of Office Assistant, ensure office facilities are maintained, conduct basic orientation for new staff

3.2 Occasional Significant Duties

1. Assist field staff with various duties when necessary (e.g. Annual Population Verification)
2. Annual procurement of building supplies
3. Negotiate with local authorities for permissions to deliver
4. Update TBC inventory records at the field office

Job Requirements:

- Business certificate or BA/Diploma in accounting or finance
- 1 to 3 years work experience in related tasks/responsibilities
- 1 to 3 years Accounting, Admin, computer, Computerized accounting system,
- English & Thai spoken and written, refugee languages preferred

Application Closing Date : 24 October 2022

Expected Start Date : December 2022

How to Apply:

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to hr@theborderconsortium.org
- Only short-listed candidates will be contacted.

TBC is an equal opportunity employer that values diversity at all levels.

(Minorities/Females/People with Disabilities)