



**Employment Opportunity  
Adventist Development and Relief Agency (ADRA)  
THAILAND**

**ADRA** has been working with vulnerable and marginalized communities in Thailand since 1984. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

**ADRA Thailand** is currently seeking applicants for the position of **Project Cashier/Administrative** to work for **part time** at our project office in **Mae Sa Rieng Office, Mae Hong Son Province** to support our vocation projects.

**Responsibilities:**

1. Manage funds for project activities
  - Withdrawing funds from the bank according to requests
  - Depositing remaining funds
  - Conduct monthly bank and account receivable reconciliations
  - Review all receipts, follow up with suppliers and ensure that all expenses and details on receipts are in line with ADRA Thailand Finance and Procurement policies
  - Ensure that all support documents and receipts are attached to payment vouchers
  - Prepare and calculate monthly stipend payment for camp staff (trainers & KRCVT)
2. Maintain petty cash funds
  - accurately recording all expenses into the petty cash register
  - maintain the daily petty cash count
3. Assist to analyze monthly actual spending compared to approved budget
4. Assist with procurement; review bid comparison and quotation
5. Manage office asset
  - Prepare office asset register.
  - A focal point for disbursement of asset
  - Ensure all office equipment are in good condition
6. Office management, supervisor of house keeper, and receptionist when guest come to visit
7. Perform other tasks as required by supervisor

**Educational Qualifications:**

- Graduation Accounting

**Preferred candidates are expected to meet the following:**

- A strong commitment to ADRA's mission, vision, and values
- Ability to accurately prepare, review and analyze financial and statistical reports
- Bachelor Degree in accounting for related field
- Minimum of 2 years experience in finance positions similar to that described above
- Proficiency with Computers, including Excel, Microsoft applications, and email
- Intermediate written and spoken English and Thai skills; Karen, or Burmese language skills a plus
- Ability to take initiative and work independently
- Strong cross cultural and interpersonal skills

Only short-listed applicants will be contacted. If you are interested please submit your CV and any related documents to our Human Resource Department

Start working day on August 1, 2018 – November 30, 2018

**by July 13, 2018**  
**Human Resource Department – ADRA Thailand**  
**Address 178/95 World Club land Soi 2, Moo7, Chiang Mai – Hang Dong Road,**  
**T.Nongkwai A.Hang Dong, Chiang Mai 50230 Tel.053-839402**  
**or E-mail: [hr@adrathailand.org](mailto:hr@adrathailand.org)**