

## **Vacancy Announcement**

### **Institute for Global Environmental Strategies (IGES)**

### **Bangkok Regional Centre (BRC)**

<b>Position title:</b>	<b>Finance Manager (Operation Specialist): 1 (Thai national only)</b>
<b>Salary:</b>	<b>Depending on experience</b>
<b>Contract:</b>	<b>Initially one year contract with 3 months probationary period and possible extension</b>
<b>Work hours/days:</b>	<b>Full-time (7.5 hours/day), 5 days per week except for Saturdays and Sundays</b>
<b>Place of work:</b>	<b>IGES Regional Centre office in Patumwan, Bangkok</b>

**Background:**

The Institute for Global Environmental Strategies (IGES) Regional Centre based in Bangkok is seeking a dynamic person with strong interest and relevant experience in project finance (budgeting, book keeping, and financial reporting). **Finance Manager** provides leadership on all budgeting, expenditure monitoring, financial reporting, and contract matters to ensure the timely and effective implementation of project activities. S/he performs budgeting, expenditure monitoring, pipeline analysis, and reporting duties in accordance with generally accepted accounting principles and grant requirements, and the institute's policy. S/he serves as a financial management resource to programmatic and operational staff. The **Finance Manager** monitors transactions and subcontractors through the effective use of the review and approval process to ensure propriety with the funders and the institute's regulations.

**Duties and responsibilities:**

Under the supervision of the HR and Admin Manager, and Director of IGES Regional Centre, the **Finance Manager** will be responsible for the following tasks:

**Transaction Processing and Reporting:**

- Ensure all financial transactions are processed accurately, in a timely manner, and in accordance with regulations and generally accepted accounting principles in the institute and Thailand;
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing and follow the institute's financial policies;
- Manage accounts payable and receivable, payroll, revenue and expense, fixed assets, cash, bank reconciliations;
- Ensure timely payment of staff, contractors, vendors, tax department in adherence with the institute's financial controls;
- Maintain an orderly accounting filing system and lead the institute through annual audits in the headquarter, Japan and Thailand and ad hoc project audits as required;
- Coordinate with the external finance and accounting firm in issuing timely, accurate, and complete financial statements;
- Ensure compliance with the institute's financial policies and procedures, the funders contractual requirements.

**Fundraising and Development:**

- Supervise programme staff for grant proposal budget and ensure timely applications and reporting to funders, monitor progress of programs and ensure grant compliance;
- Support the institute's sustainability by ensuring that funders budgets are sufficient to cover costs;
- Assist the management team in the headquarter of grants reporting, compliance, and reconciliation.

**Management:**

- Provide leadership to finance and accounting areas of the institute;
- Maintain system of accounts and keep books and records on all transactions.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Manage and supervise Finance and Admin Assistant in the Bangkok Regional Centre.

In addition, the **Finance Manager** is expected carry out any other additional tasks as may be assigned by the Director of IGES Regional Centre and the HR and Admin Manager as necessary.

**Requirements:**

- Thai National
- Bachelor's degree with at least 4 years of progressive management experience; advanced degree or financial and accounting qualifications highly desirable;
- Outstanding written and verbal English communication skills; Thai written and spoken fluency;
- Demonstrated experience and skills implementing and strengthening financial controls; overseeing accounts payable and financial approvals systems, filing systems;
- Knowledge of accounting protocols and ability to review, generate, and present financial reports;
- Excellence in management with the ability to coach staff on financial literacy and the institute financial policies and procedures, set and achieve strategic objectives, and manage a budget;
- Understanding of fundraising from government, foundations, and individual donors;
- Excellent interpersonal, project management and organisational skills, including the ability to efficiently take up multiple tasks under pressure and tight deadlines;
- Excellent command of Microsoft Excel and Word.

**Reporting:**

The **Finance Manager** will report to the Director of IGES Regional Centre.

**Term of Employment:**

The term of this position is initially offered for one year with a possible extension subject to fund availability. A probationary period of three months at the beginning of the term of employment will be also considered for applicants.

**Place of Work:**



SG Tower, unit 604, 6th Floor, Soi Mahadlek Luang 3, Rajdamri Road, Patumwan, Bangkok 10330).  
(Map: <https://iges.or.jp/en/about/access/bangkok>)

**Compensation:**

Salary will conform to the IGES Regional Centre's salary system. Relevant work experience and professional skills will be taken into account. Income tax withholding and other requirements will be complied with under Thai laws.

**Working conditions:**

Annual paid leave and other holidays will conform to the practice in Thailand and in accordance with the relevant rules observed at IGES Regional Centre under Thai labour laws.

**How to Apply:**

**A cover letter, recent CV (with photo), and salary history** must be sent by email to the following address. The position is available now and will remain open until filled. Only short-listed candidates will be contacted for interview. Reference letter(s) from your supervisor(s) in the past positions (latest preferred) may be requested for short-listed candidates. Additional materials may be also requested in time for the interview.

Send your application to: [regionalcentre-HR@iges.or.jp](mailto:regionalcentre-HR@iges.or.jp)

The application documents are not returnable.

**About IGES and IGES Regional Centre:**

The Institute for Global Environmental Strategies (IGES) was established in March 1998 under an initiative of the Japanese government and with the support of Kanagawa Prefecture based on the "Charter for the Establishment of the Institute for Global Environmental Strategies". The aim of the Institute is to achieve a new paradigm for civilization and conduct innovative policy development and strategic research for environmental measures, reflecting the results of research into political decisions for realising sustainable development both in the Asia-Pacific region and globally. IGES made the transition to a Public Interest Incorporated Foundation in April 2012.

According to the Charter for the Establishment of the IGES, the Institute will tackle fundamental challenges to human society, which exists thanks to the bounty of the global environment, and to redefine the values and value systems of our present societies that have resulted in the global environmental crisis, in order to create new ways of conducting activities and a new paradigm for civilization. Based on the principles of this new paradigm, new social and economic systems will be built, so that a new era of the global environment can begin. IGES also recognises that the realisation of sustainable development in the Asia-Pacific region is a vital issue for the international community, as the region is home to more than half of the world's population and is experiencing rapid economic growth. Thus, the region plays a critical role in the protection of the global environment.

By recognising these crucial issues, IGES will promote research cooperation with international



organisations, governments, local governments, research institutions, business sectors, non-governmental organisations (NGO) and citizens. As well as conducting research, the Institute will share its research results and also host international conferences and study workshops. (<https://iges.or.jp/en/about>).

Since 2003, IGES has been operating a project office in cooperation with the Regional Resources Centre for Asia and the Pacific (RRC.AP) of the Asian Institute for Technology (AIT), Pathumthani, Thailand. In 2011, the project office was upgraded to the IGES Regional Centre located in downtown Bangkok (Patumwan, Bangkok) to strengthen its functions and expand activities under the missions of IGES. IGES Regional Centre is a growing operation unit to respond to the needs of the institute as well as stakeholders in the Asia-Pacific region.

The Regional Centre in Bangkok, Thailand (BRC) works on critical environmental and sustainable development issues and is 'IGES's main arm for collaborating with local and international partners in the region. The Centre works closely with partners and governments to deliver real change on the ground by facilitating dialogue, conducting research and sharing replicable practices that are useful for policymakers. In 2015, the United Nations Framework Convention on Climate Change (UNFCCC) established its fifth Regional Collaboration Centre at BRC to promote Clean Development Mechanism (CDM) activities in the Asia-Pacific. BRC's activities focus on four key areas: climate change adaptation; climate change mitigation; environmental safeguards; and local and city initiatives.

Our work focuses on four key areas that lie at the intersection of environment and sustainable development: climate change adaptation; climate change mitigation; environmental safeguards; and local and city initiatives.

(<https://iges.or.jp/en/about/research-units/regional-centre-bangkok>)