

**Vacant Position:** Finance & Administrative Officer  
Regional Coordinating Institution (CI)  
API Fellowships Program

**Location:** Institute of Asian Studies  
Chulalongkorn University, Bangkok



**Background:**

Asian Public Intellectuals (API) Fellowships Program ([www.api-fellowship.org](http://www.api-fellowship.org)) is a regional program funded by The Nippon Foundation, Japan. It is designed to stimulate the creation of a pool of public intellectuals in the region, to promote mutual learning among Asian public intellectuals and to contribute to the growth of public spaces in which effective responses to regional needs can be generated. Currently there are five participating countries (Indonesia, Japan, Malaysia, Philippines, and Thailand) with an initial expansion to Cambodia, Laos, and Vietnam.

Due to its rapid growth, API invites applications from qualified candidates for its Regional Coordinating Institution for the **senior position of “Finance & Administrative Officer”**.

**Primary responsibility includes:**

**Accounting, Finance and Audit**

- Managing all day-to-day accounting and financial related duties
- Ensuring API financial practice is complied with Tax Law and related local legal regulations.
- Supervising Petty Cash administration, ensure proper recording, control and reporting
- Keeping proper documentation and filing for audit purposes
- Responsible for preparation of quarterly, annual, and consolidated financial reports of all Partner Institutions
- Preparation and submission of monthly applicable tax
- Assist in the preparation of the annual budget

**Office and Personnel Administration**

- Ensure good working condition of office equipment at all time
- Keep proper inventory of office assets and stationeries
- Responsible for procurement functions
- Responsible in enrolling and updating staff information for Social Security, Provident Fund, and related insurance coverage

**Key qualifications**

- Bachelor’s degree in accounting and financial related disciplines
- A minimum of 10 years of progressive responsibility in accounting, finance, with at least 3 years at supervisory level
- Strong knowledge of Accounting Principles, Standards and Tax Law. Experience in handling multi-currency financial reports an advantage
- High computer literacy, with experience in using accounting software
- Good command of spoken and written English and Thai
- Good communication and interpersonal skills
- Flexible with time, service-minded, and able to work independently without close supervision;

**Employment benefits**

API commits to equal employment opportunities and welfare of its staff. In addition to governmental Social Security, other benefits offered are provident fund, private health insurance, and in case of overseas travel, travel insurance, including access to some of the university facilities .

Interested applicants should send a cover letter in English stating your **expected salary** along with a copy of current curriculum vitae listing **three references** and their complete contact details (i.e. name, position title, organization, phone and fax numbers, e-mail address). Applications should be sent **VIA EMAIL ONLY to: [api.bangkok@yahoo.com](mailto:api.bangkok@yahoo.com) by January 20, 2012**. Position being applied for should be clearly written in the subject line. Only short-listed candidates will be notified and contacted for interviews.