

Job Position : Grants Finance Manager

WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organisation devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion.

OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories!

Learn more about our work at worldvision.or.th

PURPOSE OF POSITION

To provide financial leadership, management and oversight for all of World Vision Foundation of Thailand's (WVFT) public and institutional grant portfolio. You will oversee financial management, budgeting, financial reporting of WVFT's grants, managing a team of grant project accountants to ensure cost effective, timely and quality implementation with high levels of accountability and compliance. The Grant Finance Department Manager will have experience in financial management of public and institutional grants, experience of overseeing sub-recipient and/or sub-grantees with experience in ensuring compliance to internal policies, processes and systems as well as a range of public and/or institutional donors, including, but not limited to the Global Fund, USAID, EU/ECHO, and UN agencies including UNICEF, IOM, ILO, WHO and UNDP. The Grant Finance Department Manager will manage a team of grant project accountants and ensure quality, timeliness, and efficiency of all financial management and compliance processes. This involves ensuring effective internal systems, processes and people are in place and performing to an optimal level.

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MAJOR RESPONSIBILITIES

Financial management 30%

- Provide financial oversight and accountability for all grant programs at WVFT
- Collaborate closely with WVFT senior leaders to ensure required support for all grant programs.
- Ensure financial organizational capabilities are established, developed and sustained, including the required technical expertise and finance systems
- Ensure that program implementation follows WVI and donors financial policies, procedures and regulations, and coordinate internal and external financial audit.
- Ensure and oversee financial systems and processes to ensure that regular and quality monitoring and reporting of grant expenditure in line with grant agreements.
- Forecast cash expenditure and communicate with senior leadership and donors on challenges and issues as they arise
- Establish and maintain effective working relationships and communication with various departments of the WVFT Country Office, WVI Regional Office, WV Support Offices, as well as the Global Centre

External engagement 20%

- Represent WVFT to finance focal points at donor and/or partner agencies
- Develop and maintain effective management relationship and partnership with SRs and/or Sub-grantees, building positive professional relationships
- Develop and provide financial capacity building support to SRs and/or Sub-grantees, as required and needed
- Closely coordinate and collaborate with finance focal points at the Local Fund Agent (LFA), Country Coordinating Mechanism (CCM), the Global Fund Country Team, and implementing partners, as appropriate.

Budgeting, Reporting and Financial Operations 30%

- Direct the timely development of grant program budgets and monitor their execution on an ongoing basis so the compliance with WV's contractual obligations is maintained over the entire period of the Program implementation
- Serve as internal resource and focal point for financial compliance to donor rules, regulations and core finance policies
- Oversee day-to-day accounting activities, such as accounts payable and receivable, general ledger entries , payroll processing to ensure that transactions are recorded accurately and in compliance with applicable laws and regulations.
- Oversee and ensure high quality financial reports for all grant programs
- Ensure procurement and supply chain systems and practices in place for grant funded programs

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Risk management 5%

- Assess financial risks and develop action plan to mitigate them, ensuring the financial stability of the organization.
- Ensuring risk mitigation plan is implemented.

Team leadership 15%

- Ensure the effective performance, wellbeing, engagement and growth of project accountants
- Lead the grant finance department in fulfilling WVI & WVFT core relevant policies including the finance handbook, procurement policy, anti-fraud and corruption policies, and others.
- Ensure a high performing and motivated Program Management Team is sustained with clear objectives, implementation strategies, and Key Performance Indicators (KPIs).
- Meet staff support and professional development needs for improved staff performance. Conduct periodic individual and team performance reviews to ensure they meet both WVFT's and the GF standards, policies and procedures, and technical quality implementation.
- Provide guidance, mentor and management tips, and build the capacity of the grant finance department team.
- Provide ongoing guidance and technical oversight to the grant finance team, including building and strengthening their capacities while monitoring their performance on an ongoing basis.
- Proactively raise any concerns/ issues to WVFT leadership for quick and effective solutions.
- Oversee the appropriate financial operations and reporting of all SRs, ensuring compliance to donor and WV regulations and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

- A minimum of a bachelor's degree in accounting, project management, business administration, or another relevant discipline.
- Experience of financial management on large institutional grant programs.
- Demonstrated ability in growing and managing external and internal relationships/partnerships.
- Demonstrated experience in working on institutional grants and ensuring compliance with donor requirements
- Fluent in Thai and English language.
- A minimum 5 years in a management position, supervising senior staff, in an international or multicultural environment at the national level or international level.
- Extensive experience in financial and grants management, including sub-grant management, and budget and procurement control.

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- Strong ability to establish professional relationships and to work collaboratively with host government agencies, donors, civil society and community-based organizations (CBOs).
- Knowledge of supply chain management processes.
- Knowledge of financial management systems.

As a child focused organisation, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to thanyarat_charndamnerkit@wvi.org. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails above.

หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่
มูลนิธิศุภนิมิตแห่งประเทศไทย
E-Mail: thanyarat_charndamnerkit@wvi.org
สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ 151

หรือที่ :

<https://www.worldvision.or.th/page/workwithus.html>