

# Job Position : Finance & Support Services Director

## PURPOSE OF POSITION

The Finance & Support Services Director plays a pivotal role in setting the direction and overseeing the management of Finance and Accounting, Supply Chain (Procurement and Logistics), Information Technology & Knowledge Management (IT & KM), as well as Asset, Facilities, and Administrative Services. The position ensures that all operations are efficient, transparent, and fully compliant with Partnership Policies, Global Standards, and legal requirements.

In addition, this role serves as a Strategic Business Partner to all core functions—including Resource Development, Program Acquisition & Management, Program Quality & Implementation, and other support functions—to maximize the value of organizational resources and to strengthen the mission of improving the well-being of children, families, and communities in a sustainable way.

## MAJOR RESPONSIBILITIES

### Financial Stewardship (60%):

- Oversee the organization's financial and accounting management in compliance with Finance Policies, Partnership Standards, international best practices, and national legal requirements, ensuring transparency and credibility.
- Establish systems for budget planning, cost control, and financial reporting that are accurate, complete, and auditable to support evidence-based strategic decision-making.
- Drive cost efficiency and effectiveness by establishing and enforcing measures; providing cost analysis, benchmarking, and recommendations to optimize resource utilization at all levels; and collaborating with Supply Chain to develop and refine procurement policies and procedures for goods and services.

### Supply Chain Excellence and Emergency Readiness (10%):

- Direct and strengthen procurement, warehouse management, and supply chain operations to ensure efficiency, transparency, and value for money, in full compliance with Partnership Policies and Standards.
- Drive strategic sourcing and vendor relationship management to generate long-term value and mitigate organizational risks.
- Develop mechanisms for emergency procurement and logistics management to ensure timely responses to disasters or emergency situations, enabling continuous field and program operations.

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## **Information Technology and Knowledge Management (15%):**

- Set the strategic direction and oversee the organization's IT systems, ensuring alignment with Global IT Standards and Data Security Policies to guarantee stability, security, and trust in information use.
- Promote and develop Knowledge Management (KM) systems and digital innovations to improve operational efficiency, knowledge sharing, and evidence-based decision-making.
- Monitor and adopt emerging technologies in line with Partnership directions and global trends.

## **Asset, Facilities and Administrative Leadership (5%):**

- Manage the organization's assets, facilities, and physical resources in compliance with the Partnership Asset Management Policy and national legal requirements, ensuring proper stewardship, transparency, and accountability.
- Oversee the management of the Bangkok Training Center and Headquarters, including lease agreements, building security and maintenance, and facility services (meeting rooms and office support) to enable effective operations for staff, leadership, and external stakeholders.
- Implement asset lifecycle management, covering maintenance, transfer, disposal, or community handover of assets, in compliance with Partnership Standards and legal frameworks.

## **Enterprise-wide Business Partnering & People Development (10%):**

- Actively participate in Board, NO Senior Leadership and regional/partnership meetings, providing strategic finance and support services insights and fostering collaboration across the organization and partnerships.
- Establish a business partner model across all teams to align with organizational strategic directions, prioritize support for achieving strategic goals and annual business targets, and enable staff to work effectively across functions with a proactive, collaborative mindset.
- Define and implement strategies for staff capacity development within Finance & Support Services, ensuring alignment with Partnership Standards and readiness for future challenges.
- Lead talent management and succession planning to develop future leaders and ensure continuity of functions within the department.
- Promote team continuous learning and development through training, coaching, and knowledge exchange, both nationally and across the Partnership network.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree or higher in a relevant field such as Accounting, Finance, Business Administration, Logistics Management, or other related disciplines.
- Professional certifications in accounting or finance (e.g., CPA, ACCA, CFA) will be considered an advantage.
- Additional training or certifications in Leadership, Risk Management, Supply Chain, IT Governance, or Non-Profit Financial Management will be an asset.
- Proven ability in medium- to long-term financial planning, resource allocation, and cost control, ensuring alignment with Partnership Policies and donor requirements.
- Knowledge of Supply Chain Management, Strategic Sourcing, and Emergency Procurement.
- Strong understanding of IT systems and Knowledge Management (KM) to support organizational operations and strategic decision-making.
- Solid knowledge of good governance, transparency, donor accountability, and Partnership Standards compliance.
- Understanding of the INGO context, especially in relation to finance, procurement, and asset management.
- Commitment to operate and make decisions in alignment with World Vision's Core Values and Code of Conduct, ensuring trust, collaboration, and credibility with all stakeholders.
- Minimum of 5–10 years of progressive experience in finance and accounting, including finance operations, audit, compliance, and budgeting.
- At least 5 years of senior management or executive-level experience in large organizations or international institutions, particularly in Finance, Supply Chain, IT, or Administrative Services.
- Direct experience in NGOs/INGOs or organizations operating under global standards and donor compliance frameworks.
- Demonstrated transformational leadership with the ability to inspire and drive teams through change.
- Experience in developing and leading diverse teams across Finance, Supply Chain, IT, and Administration, while fostering a culture of business partnering.
- Skilled in succession planning and building a sustainable talent pipeline for future leadership.
- Strong skills in negotiation, communication, and collaboration, both internally and externally.
- Experience engaging with internal/external auditors, regulatory authorities, and partners in Supply Chain/IT.
- Ability to collaborate effectively with all functions to support the organization's strategic objectives.

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As a child focused Organization, 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 your CV and cover letter via email to :

**Email:** [thanyarat\\_charndamnerkit@wvi.org](mailto:thanyarat_charndamnerkit@wvi.org) / [arnon\\_suansri@wvi.org](mailto:arnon_suansri@wvi.org)

**Contact:** 02-0229200 Ext. 151

**More Information:** <https://worldvision.or.th/work-with-us/> 

World Vision

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World Vision Foundation of Thailand