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CAREERS OF HOPE



RO Finance and Admin Coordinator – Regional Office, Thailand

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 Samsen Nok, Huai Kwang, Thailand

 Full time

 Posted 30+ Days Ago

 JR44014

With 75 years of experience, our focus is on helping the most vulnerable children overcome poverty and experience fullness of life. We help children of all backgrounds, even in the most dangerous places, inspired by our Christian faith.

Come join our 33,000+ staff working in nearly 100 countries and share the joy of transforming vulnerable children's life stories!

Employee Contract Type:

Local - Fixed Term Employee (Fixed Term)

Job Description:

JOB PURPOSE:

The RO Finance and Admin Coordinator plays a vital role in ensuring the smooth and effective functioning of administration and general services at the Bangkok Regional Office. This includes overseeing office and facility management, maintaining compliance with office registration and government reporting requirements, and managing visa and work permit processes for international staff. The role is also responsible for proper cash and bank management, timely and compliant processing of payment transactions, and accurate bookkeeping in line with WVI policies and guidelines. In addition, the position supports the coordination of meetings and events hosted in Thailand and ensures that all office procurement requests adhere to relevant procurement policies. The coordinator is expected to serve with a high level of integrity, humility, and

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Office Administration and Facility Management/Procurement/General Services

- Ensure compliance with relevant laws and regulations related to workplace safety and security
- Oversee the renewal process of all permits, certifications, and other requirements to maintain government compliance
- Ensure maintenance and outsourced service contracts are in place, including for legal services, lighting, air conditioning, water dispensers, coffee machines, and housekeeping
- Ensure all office equipment is functioning properly
- Manage office space leases, including renewal, relocation, or reinstatement as needed
- Support other departments alongside the admin team to accomplish required tasks
- Procure goods and services in compliance with applicable policies, as identified or requested by staff in the office
- Manage relationships with contracted suppliers, such as hotels, the travel management company, and the office lessor
- Advise and support the Regional Director for Finance Services and other leadership, as needed, on all matters related to administrative concerns in the Bangkok Regional Office
- Develop administrative systems that establish and maintain efficient processes to support each team member's functions
- Administrative services are delivered effectively and on time to both staff and visitors
- All regulations are complied with, and government agencies provide necessary licenses, permits, certificates of adherence, and other required documentation
- Facilities and equipment are secure, sufficient, and fully functional
- Office assets are well managed and accounted for
- All purchases are properly documented, efficiently processed, and compliant with review requirements and audit standards
- Robust administrative systems are in place to support office operations and ensure smooth service for visitors and event participants

Financial Management

- Manages the cash and banking operations of the Bangkok Regional Office by preparing monthly cash requests and forecasts, maintaining bank balances and accounts, and serving as the primary point of contact for communication with banks
- Reviews and monitors petty cash operations, including replenishments
- Prepares and processes payment requests, ensuring adequate supporting documentation in accordance with WVI and donor policies and regulations
- Manages the recording of financial transactions within the Regional Office, overseeing various journal entries such as CV (Cash Disbursement), DV (Deposits), and JV (Journal Entries), including entries related to vendors, staff, Concur reports, and other payments

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- Transactions are in line with WVI policies and standards before payments are made
- Accurate and timely financial transactions are recorded and reported in compliance with WVI and donor policies
- Smooth cash flow and banking operations are maintained, ensuring availability of funds and effective coordination with financial institutions
- Efficient payment processing and expense management support program delivery while meeting audit and compliance standards
- Proper due diligence and financial risk controls are in place, minimizing exposure through consistent screening and documentation practices

International Assignees Settlement and Support

- Lead the process of obtaining and renewing visas and work permits for incoming international staff, ensuring timely completion
- Coordinate with outsourced firms for visa, work permit, and immigration processes for international staff
- Support and arrange temporary housing for incoming and outgoing regional expatriate staff, including hosted staff
- Collaborate with housing agents and incoming expatriates to identify suitable housing options and negotiate the best possible terms
- Support the settlement of all housing-related obligations as per agreement upon the termination of expatriate lease contracts
- International staff are fully supported with timely visas, work permit processing, and smooth housing arrangements, ensuring compliance and a positive onboarding/offboarding experience
- Expatriate housing and relocation processes are managed efficiently and cost-effectively, with all obligations fulfilled in accordance with agreements and organizational standards

Event Management

- Ensures hotel contracts and vendor agreements are in place by proactively exploring economical and high-quality accommodation options that meet both organizational standards and budget considerations
- Builds and maintains strong relationships with hotels and service providers to secure favourable terms, ensure consistent service quality, and support long-term partnerships
- Organizes, assigns, and monitors resources, including outsourced event support services, to ensure successful coordination and high client satisfaction for all WVI events hosted in Thailand
- Reviews and negotiates hotel quotations and event packages, evaluates proposals, and provides recommendations for final selection to ensure value for money
- Acts as the primary APRO contact person during events to address real-time issues and resolve concerns in collaboration with hotel staff and event stakeholders

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conscious events.

- WVI events in Thailand are executed smoothly and professionally, with timely coordination, responsive issue resolution, and high participant satisfaction.
- Event processes are continually improved through post-event evaluations and cost-efficiency analysis, contributing to better planning, resource use, and value delivery over time.

Visitor Management and others

- Serve as the primary focal point for coordinating office space seating, hotel bookings, and transportation arrangements for incoming EAS staff and visitors to the regional office
- Ensure smooth logistical support and hospitality for guests, contributing to a welcoming and well-organized office environment
- Provide general administrative support as assigned by the Regional Director for Financial Services, contributing to the overall efficiency of office operations
- Participate actively in regular office activities and community-building initiatives such as daily devotions and the Day of Prayer
- Support ad hoc tasks and collaborative activities across departments as needed, demonstrating flexibility and team spirit
- Visitors and staff receive seamless logistical and hospitality support, enhancing their experience and promoting a professional and welcoming environment at the regional office
- Office operations run efficiently through timely and responsive administrative support across various functions and departments
- A strong, values-driven workplace culture is fostered through active participation in spiritual and community-building activities

REQUIREMENTS:

- Minimum of 3 years of experience in financial accounting, general services, guest management and procurement within an NGO or similar setting,
- Demonstrated experience in procurement processes for goods and services
- Experience working and liaising with government authorities, with a sound understanding of Thai government laws and regulations
- Proven ability to engage professionally with top executives and senior leadership
- Strong interpersonal skills and the ability to work effectively in a multicultural, cross-functional environment
- High level of integrity and strong commitment to ethical practices
- Excellent customer service orientation and mindset
- Strong negotiation and problem-solving skills

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Applicant Types Accepted:

Local Applicants Only

About Us

World Vision



Our vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.

As a global Christian relief, development and advocacy organisation, our focus is on helping the most vulnerable children overcome poverty and experience fullness of life. We help children of all backgrounds, even in the most dangerous places, inspired by our Christian faith.

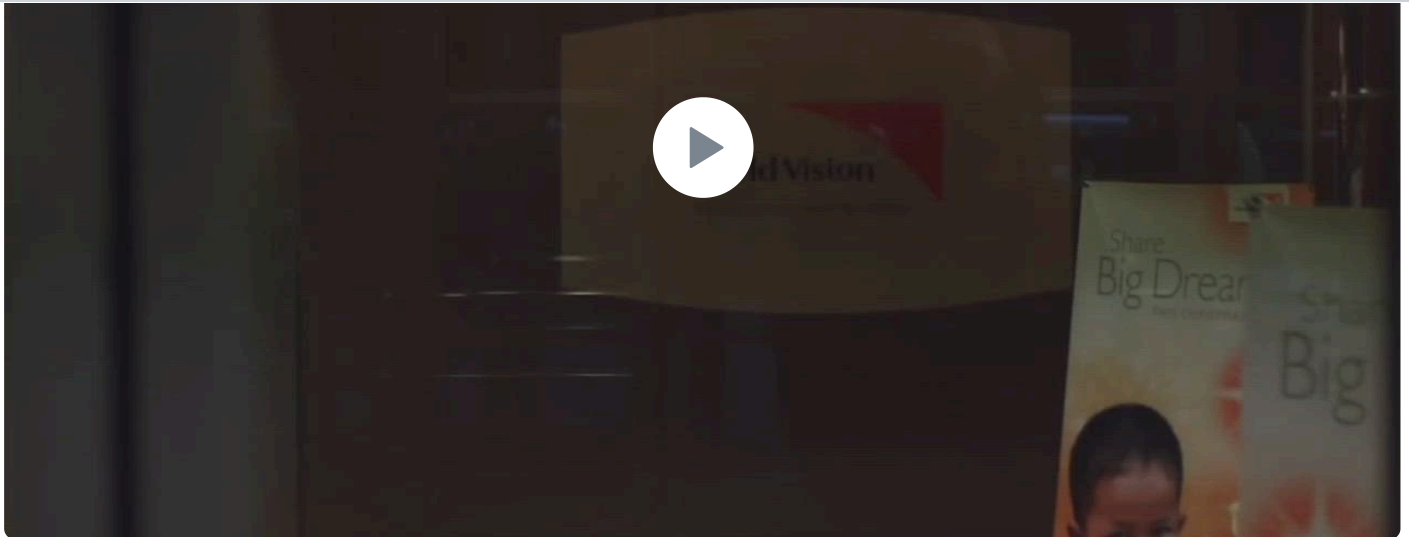
Learn more about our work at wvi.org.

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Our Culture

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Our organisational culture reflects a "Partnership" of World Vision offices in 100 countries and 33,000+ staff working towards one vision: life in its fullness for every child.

A career with World Vision is a God-given calling, and we believe that every staff member has been brought to World Vision for God's purposes. Whether working from home, in an office, or with children and community

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Your Rewards

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Our people are our greatest asset.

Each staff member brings their unique experience and God-given talents to the organisation – and in return World Vision provides employees a competitive "Total Rewards" package tailored to the context in which they work

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FAQ

Have questions about applying to a job with World Vision?

See our [Frequently Asked Questions](#).

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