



RECRUITMENT PACK

Greenpeace SEA, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 independent national and regional offices across the world covering operations in more than 55 countries.

To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuse. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace opened our first office in Southeast Asia in 2000. In that time, we have led successful campaigns throughout the region, securing fresher air, cleaner water and a healthier environment through changing industry practices and government policies. Greenpeace actively campaigns across the region to catalyze an energy revolution,

protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: Finance and Accounting Officer

Job Summary:

Position Objective (Summary of placement in the function and broad responsibilities)

Finance and Accounting Officer is responsible to maintain proper funds disbursement, perform general accounting including project cashier function in order to meet organization objective and smooth in operation.

Duties and Responsibilities (Functional statements defining the responsibilities and objectives)

Purpose *substantive contribution of the job	Conceptual	<ul style="list-style-type: none"> ● Review and ensure that all Purchase Order (PO), invoice, advance, expense claim and advance settlement (reconciler) document have been met with GPSEA policy as follows: <ul style="list-style-type: none"> - The request has been requested through ProActis; - The account code has been recorded properly; - All documents are complete, accurate, reliable, reasonable and accountable. ● Reconcile the bank transaction with the transaction in the SUN system and provide any adjustment needed. ● Other related duties as directed by Line Manager
	Applied	<ul style="list-style-type: none"> ● Prepare the staff advance aging report on a monthly basis or as needed to identify the outstanding advance and to remind the related staff by sending email cc staff's supervisor
Engagement *internal and external communications	Internal	<ul style="list-style-type: none"> ● Responsible to assist Senior Finance and accountant for Account Allocation in Staff Advance and Supplier in balance sheet accounts on a monthly basis or earlier as needed.

	External	<ul style="list-style-type: none"> • Provide guidance to the staff in relation to the compliance on valid financial documents and ProActis processes. • Give Finance & Admin Induction to all newly joined staff • Responsible for assist program team as project cashier for advisory all relate finance concern
Delivery *organisation and planning elements	Timeliness	<ul style="list-style-type: none"> • Ensure the payment request has been approved in the ProActis before the payment process
	Quality	

Requirements (Education, experience, technical competencies required of the job)

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This is a full-time position based in GPSEA Thailand Office

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

APPLICATION GUIDELINES

Interested candidates are invited to write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application and email to: jobs.th@greenpeace.org

Deadline for Applications: January 15, 2022

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

GUIDANCE IN COMPLETING YOUR APPLICATION FORM

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Complete all items in the application form. Remember that this will be our basis for shortlisting candidates. **Curriculum Vitae (CVs) will not be accepted.**

3. Make sure you email the form to the correct email address (jobs.th@greenpeace.org), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
4. If you have questions, kindly email jobs.th@greenpeace.org.

Thank you and we look forward to receiving your application letter and completed application form.