



## **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 Admin Manager**

**Job Summary:**

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

The Finance and Admin Manager in Thailand will oversee the financial operations and to maintain the statutory books in accordance with Generally Accepted Accounting Principle (GAAP) and ensure the compliance of both external and internal. This role also led the Finance & Admin team in supporting the overall office management to support smooth operations in line with the unit mission.

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

<b>Purpose</b>  <i>*substantive contribution of the job</i>	<b>Conceptual</b>	<ul style="list-style-type: none"> <li>● Responsible for the financial operations and to maintain and ensure the statutory books in accordance with Thailand Revenue Department, Generally Accepted Accounting Principle (GAAP) and International Accounting Standard.</li> <li>● Responsible for ensuring the Thailand office complies with all tax regulations</li> <li>● Responsible for ensuring the smooth book closing and internal reports of Thailand office, including the timely production of monthly and quarterly reporting.</li> <li>● Responsible for ensuring all payments and disbursements in the Thailand office comply with GPSEA Financial SOP.</li> </ul>
	<b>Applied</b>	<ul style="list-style-type: none"> <li>● Monitor cost effective and efficiently use of donations and regularly review expenditures and ensure all significant</li> </ul>

		<p>contracts are negotiated on a competitive basis and transparency</p> <ul style="list-style-type: none"> <li>● To improve and implement policy and/or program/plan to accommodate the organization's mission, strategy and needs for office long term expansion and growth.</li> <li>● To manage and provide excellent services to Thailand staff by maintaining and managing all office spaces, working areas and office facilities to support Indonesia office smooth operations, the office must be in good order, clean and well-maintained, and have a pleasant atmosphere.</li> <li>● Be responsible for the implementation of Green Office Policy, including a CO2 reduction program.</li> </ul>
<b>Engagement</b>  <i>*internal and external communications</i>	Internal	<ul style="list-style-type: none"> <li>● To lead, motivate, coach, train, manage and supervise Thailand Finance &amp; Admin team in line with the organization's aims and objectives in order to ensure the effective performance of the units.</li> <li>● Provide coaching, consultancy, assistance and problem solving as needed for the staff to ensure Thailand smooth financial operations.</li> </ul>
	External	<ul style="list-style-type: none"> <li>● Liaison with Thai Auditor for Thailand statutory account, report and compliance</li> </ul>
<b>Delivery</b>  <i>*organisation and planning elements</i>	Timeliness	<ul style="list-style-type: none"> <li>● To ensure all transactions will be properly and timely recorded and uploaded into SUN system and comply with GPSEA Regional accounting and finance timelines</li> </ul>
	Quality	<ul style="list-style-type: none"> <li>● To ensure a necessary deduction complies with related law and regulation for all staff payroll and third party payment and responsible for any adjustment related to staff cost.</li> <li>● To initiate and/or take action as recommended by the auditor in the annual management letter as well as in the internal financial review result report</li> </ul>

<b>Requirements</b> ( <i>Education, experience and technical competencies required of the job</i> )	
<b>Level of Education:</b>	Bachelor Degree
<b>Field of Study:</b>	Bachelor degree in Finance/Accounting. CPA with auditing experiences is preferable.

<b>Work Experience:</b>	<ul style="list-style-type: none"><li>● Minimum of 10 years' working experience with at least 3 years at middle management level</li><li>● Experiences of an international working environment and liaising with people from different cultures based in different locations</li><li>● Possess experience in developing an internal control system as well as establish policy and procedure</li></ul>
<b>Training or Certificate:</b>	CPA preferred

## **THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST**

### **WORKING HOURS**

Normal hours of work for full time Employee will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

### **LEAVE**

An employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: As per labor laws and Greenpeace policy

Compassionate leave: maximum of 5 days for the death of significant others.

### **SALARY**

In determining salary offer for this position, Greenpeace applies its Salary Grading Process, taking into consideration the job description and applicant's previous experience, and the organization's salary grade.

### **INSURANCE**

Greenpeace provides health insurance and travel insurance to its employees.

### **LEARNING AND DEVELOPMENT**

Greenpeace is committed to providing its employees with learning and development opportunities to be able to perform its functions more effectively. Through its mentoring process and annual Performance Management System, staff's development objectives are identified and prioritized.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Greenpeace Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the applicant's merits and abilities.

### **HR POLICIES AND PROCEDURE**

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality of opportunity. Other organizational policies and procedures will be fully discussed to the successful applicant.

## **APPLICATION GUIDELINES**

Interested candidates are invited to (1) write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, (2) fill out the attached Application form and email to [jobs.th@greenpeace.org](mailto:jobs.th@greenpeace.org)

**Deadline for Applications: 15 March 2023**

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. Write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and 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.ph@greenpeace.org](mailto:jobs.ph@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](mailto:jobs.th@greenpeace.org)

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