



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: Accounting Officer

Job Summary:

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

The Accounting Officer will take full responsibility to manage and maintain the records of all transactions aligned with Thailand Financial Accounting Standards, GPSEA SOP & Policy and Thailand taxation.

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

Purpose <i>*substantive contribution of the job</i>	Conceptual	<ul style="list-style-type: none"> ● Provide support to Thailand staff to enable them to comply with GPSEA financial standard operational policies and procedures; ● Perform general accounting and responsible to maintain and manage Thailand ProActis and SUN accounting system with accuracy, timely and proper records keeping, and ● Perform a financial process in order to support the GPSEA Thailand office smoothly in operations and meet organization objectives.
	Applied	<ul style="list-style-type: none"> ● Responsible for the process of centralized invoices in ProActis on a weekly basis: <ul style="list-style-type: none"> - Ensure that the invoice is complete, accurate, reliable, reasonable and accountable. - Input the stand alone invoice information such as budget code, account code, project code, GPI/NRO code (if any) and withholding tax. - Input and Upload the invoice in the ProActis. ● Ensure that the information of Account Code, Budget Code and description in the Cash Book has been recorded properly and uploaded on a weekly basis in the system.

		<ul style="list-style-type: none"> • Prepare necessary monthly adjustment transactions with proper authorization such as fundraising income, revenue recognition, interoffice to other GP Offices, amortization, accrual estimation, etc as scheduled. • Responsible for Fixed Asset records (new Assets, disposal) in the SUN System and manage the Asset Number
Engagement <i>*internal and external communications</i>	Internal	<ul style="list-style-type: none"> • Provide guidance to the staff in relation to the compliance of valid financial documents and ProActis processes. • Responsible for creating and updating the user, the authorization pool, activating the Budget Code and setting the Budget Code with the group in the ProActis Management Console • Responsible for creating Supplier Code after receiving the information from Finance & Admin Manager • Manage the asset data in the Sun System to match the asset information with ProActis includes the new and disposed assets
	External	<ul style="list-style-type: none"> • Provide any information and documents needed from other NRO. • Obtain any information and documents needed from other NRO. • Liaise with the auditors in providing the data and information.
Delivery <i>*organisation and planning elements</i>	Timeliness	<ul style="list-style-type: none"> • Reconcile the bank transaction with the transaction in the SUN system and provide any adjustment needed. • Responsible for Account Allocation for balance sheet accounts on a monthly basis or earlier as needed. • Provide the balance sheet accounts schedule and ensure that the balance is tangible. • Provide data and information requested by third parties (auditor, tax, bank, suppliers, staff, etc) with coordination with Finance & Adm Manager.
	Quality	<ul style="list-style-type: none"> • All Invoices have been reviewed and submitted in ProActis in accordance with the schedule • All transactions have been recorded in SUN System in accordance with the schedule • Accurate financial information such as Trial Balance, General Ledger and SL. • Documents filed properly

Requirements <i>(Education, experience and technical competencies required of the job)</i>	
Level of Education:	Bachelor Degree
Field of Study:	Accounting

Work Experience:	<ul style="list-style-type: none"> ● Minimum 5 years experience in Finance, Accounting and taxation. Preferable with experience and knowledge in SUN Accounting system ● Possess experience in book closing process and Balance Sheet accounts reconciliation
Training or Certificate:	Preferably SUN Accounting system, CPD

Organizational Competencies	<ul style="list-style-type: none"> ● Professionalism: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization ● Teamwork and Communication: Knowledge and/or experience in working with others and presenting information, ideas and positions in a clear manner that can easily be understood across diverse and multi-culture audiences. ● Quality: Knowledge and/or experience in meeting and surpassing requirements by setting high standards for the conditions of outputs. ● Innovation and Change: Knowledge and/or experience in reflecting creative and imaginative thinking, an openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.
Functional Skills	<ul style="list-style-type: none"> ● Knowledge and/or experience in Accounting ● Knowledge and/or experience in Financial analysis and reporting ● Knowledge and/or experience in financial accounting tools and methodologies, including Microsoft Excel, Pivot table function ● Demonstrate fair ability to communicate, both written and spoken English ● Team player, ability to handle multitasks ● Keen on details ● Ability to learn fast, works well under pressure, meets deadlines. ● Knowledge and/or experience in time management and administration ● Knowledge and/or experience in problem solving by identifying and analysing issues in a structured and timely manner ● Knowledge and/or experience in introducing process Improvement

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

Deadline for Applications: 19 May 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), 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.

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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.

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