ISSARA INSTITUTE
TERMS OF REFERENCE | ACCOUNTANT (PART-TIME)

Job Title: Accountant (Part-time)
Duration: 10 Days per month
Responsible to: Human Resources and Admin Manager
Duty Station: Bangkok Office, Thailand

BACKGROUND

Issara Institute is an independent non-profit organization based in South Asia, Southeast Asia and the United States tackling human trafficking and forced labor from the lens of business and human rights. The Institute was established in 2014 by a team of anti-trafficking experts coming out of the United Nations who created an alliance of private sector, civil society, and government partners committed to transformational, sustainable, worker-driven approaches to labor issues, especially those occurring in global supply chains. It is staffed by leading regional and international experts in labor rights, business and human rights, and research and technology.

We believe that, together, we can transform the lives of tens of millions of workers through worker voice, partnership, and innovation – that sustainable systems driving more ethical labor recruitment and working conditions are vital to the future of workers individually and collectively, to equity and fairness across supply chains, and to sustainable poverty alleviation efforts.

SCOPE OF WORK

The Part-time Accountant will help to ensure that the work of the Institute is streamlined, cost-effective, efficient, and in adherence to donor and partner policies, procedures, and regulations. The Part-time Accountant has responsibilities to organize all accounting transactions. The position will report to the Bangkok-based Human Resource and Admin Manager, and work in collaboration with the U.S.-based Treasurer and other teams across all offices.

1. Quickbooks and recording of accounting transactions
   a. Prepare regular bank reconciliations compared to payment vouchers and ensure the transactions are reconciled and have sufficient supporting documentation
   b. Recoding all monthly accounting transactions into Quickbooks Online accounting software
   c. Regularly monitor all revenue, payments, receivables, and payables.
   d. Ensure quality and timeliness of all monthly, quarterly and yearly account reconciliations

ISSARA MEANS FREEDOM | www.issarainstitute.org
2. **Government reporting**
   a. Prepare monthly tax reporting and tax submissions in a timely manner, which includes PND. 1, PND. 3, PND. 53
   b. Once the monthly accounting record is done, send it to the US Treasurer within the 15th of the following month.
   c. Submit annual PND. 55 and other relevant taxes after the annual financial audit is done

3. **Guidance and support to operations team**
   a. Ensure all the expense claims and filling the financial disbursements are as per Issara Procedures
   b. Help ensure the monthly accounting is in accordance with the Issara’s internal control systems
   c. Help ensure compliance with GAAP, Issara’s policies and standards, and donor requirements in implementation of activities
   d. Help archive financial and accounting documents

**REQUIRED SKILLS & EXPERTISE**

We have a lean, dynamic, seasoned team that is committed to change, innovation, and impact. We are conscientious, hold a high standard of care for the people we serve, and understand that we have to be able to work effectively with partners spanning the largest multinational corporations to the smallest grassroots CBOs. Our work ecosystem is multicultural, respectful, and energetic, whether we are working on tasks in teams, or working alone from home. The Part-time Accountant should have:

- Bachelor’s degree in a relevant administration or social science discipline such as social science, or public administration, humanities or related field.
- Minimum 3 years’ experience working with International NGO related to program support and administration.
- Willingness to travel in Thailand when necessary.
- Personal interest and sensitivity in working with local communities and ability to work in a fast-paced, multicultural environment.
- Familiarity with Google programs, Slack, Zoom, and similar office productivity software
- Fluency in English required, with excellent written and verbal communication skills.
- Ability to independently manage tasks without close supervision.

If you are interested in applying for this position, please send a CV, the names and contact details of three references, and a cover letter explaining your interest in the position and relevant expertise to admin@issarainstitute.org. Please note a cover letter specific to motivation and relevance for this position is required for consideration.