



**KAREN TEACHER WORKING GROUP(KTWG)**

**ကညီကံသရ်မသကံးတၢ်ကရၢ်**

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## **Job Description: Finance Manager**

Job Title	Finance Manager
Department	Finance Department
Job Level	M2-0
Number of Position	1
Location	Maesariang, Thailand
Report to	Finance and Administrator Director and Donors
Reporting	Finance officer
Employment Type	Full-time
Open Date	1 <sup>st</sup> September, 2025
Closing Date	19 <sup>th</sup> September, 2025

### **Working week and location**

*The role requires you to work a minimum of 40 hours a week, Mon-Fri, but due to the nature of the work, donors, and other demands, it often means working outside these hours / days.*

*The role is based in Mae Sariang, Thailand. There are occasional requirements within Thailand and program areas in Burma/Myanmar.*

### **Job Summary**

**KTWG is a rapidly growing organization seeking enthusiastic, experienced, and dynamic individuals to support our long-term development.**

The Finance Manager is responsible for overseeing the financial operations of the Karen Teacher Working Group (KTWG). This role involves managing budgeting, financial reporting, accounting, and financial planning to ensure the organization's financial stability and integrity. The Finance Manager will play a crucial role in supporting the strategic direction and operational efficiency of KTWG.

## **Key Responsibilities:**

### **Financial Planning and Analysis:**

#### Budgeting and Forecasting:

- Lead the development of the annual budget in collaboration with the Executive Director and department heads.
- Monitor budget performance, analyze variances, and prepare regular financial forecasts.

#### Financial Reporting:

- Prepare monthly, quarterly, semiannual, and annual financial statements and reports to Executive Director and Finance and Administrator Director/Donors.
- Ensure timely and accurate financial reporting in compliance with organizational policies and regulatory requirements.

### **Accounting and Financial Operations:**

#### General Ledger Management:

- Oversee and manage the general accounting functions, including accounts payable, accounts receivable, payroll, and bank reconciliations.
- Ensure all financial transactions are recorded accurately and in a timely manner.

#### Audit and Compliance:

- Coordinate and support external audits, including the preparation of necessary documentation and responses to audit inquiries.
- Implement audit recommendations to improve financial practices and ensure compliance with internal controls.

### **Grant and Fund Management:**

#### Grant Reporting and Compliance:

- Monitor grant expenditures and ensure compliance with donor requirements.
- Prepare financial reports for grants and funding agencies, ensuring accuracy and timeliness.

#### Fund Allocation:

- Oversee the allocation and disbursement of funds according to approved budgets and donor restrictions.

## **Financial Strategy and Risk Management:**

### Strategic Financial Planning:

- Provide financial insights and strategic recommendations to support organizational decision-making.
- Participate in long-term financial planning and sustainability initiatives.

### Risk Management:

- Identify financial risks and implement strategies to mitigate them.
- Ensure adequate internal controls are in place to safeguard the organization's assets.
- Team Leadership and Development:

### Staff Supervision:

- Co-Lead and co-manage the finance team, providing guidance, training, and support.
- Foster a positive and collaborative work environment, encouraging professional development and high performance.

### Policy Development:

- Help develop, implement, and maintain financial policies and procedures to ensure operational efficiency and compliance.

## **Financial Systems Management:**

### Systems Oversight:

- Assist oversee the implementation and maintenance of financial systems and software.
- Ensure financial systems are efficient, reliable, and meet the needs of the organization.

### Qualifications:

- Relevant or Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Experience: Minimum of 3-5 years of experience in financial management, preferably in a nonprofit organization.

### Skills:

- Proficiency in accounting software and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Excellent organizational and time-management abilities.

- Attention to detail and accuracy in financial reporting.
- Effective communication and interpersonal skills.
- Influenced in Karen language and proficiency in English, and Burmese, essential in Thai is fair.

Personal Attributes:

- Integrity and ethical conduct in financial management.
- Ability to work independently and as part of a team.
- Commitment to KTWG's mission and values.

KTWG is a local NGO. KTWG strongly advocates for the equal opportunity and promotes a diversified and inspiring working environment.

A salary of 37,000 – 47,000 THB will be offered, dependent on background and experience.

For the candidates who are not living in Mae Sariang, shared accommodation will be provided.

Further information about KTWG can be found on our Facebook page or at <https://ktwg.org>

**How to apply:** Interested candidates, please submit application including a letter of interest and complete curriculum Vitae to the Human Resource Department, Karen Teacher Working Group (KTWG). Po.Box 39 Maesaring, Mae Hong Song, Thailand 58110 or via email to [hr@ktwg.org](mailto:hr@ktwg.org) by 19<sup>th</sup> September, 2025 (Friday). Late application will not be considered.

Reference and background checks will be conducted for successful candidates. Only shortlisted candidates will be contacted. Karen Teacher Working Group is an equally opportunity employer. All qualified individuals are encouraged to apply.

*“The Karen Teacher Working Group has a zero-tolerance policy for violations related to Child Safeguarding and Protection from Sexual Harassment, Exploitation, and Abuse (PSHEA). All staff members must adhere to the Group's Code of Conduct, which includes Child Safeguarding and PSHEA policies, at all times, both during and outside of working hours.”*