



**KAREN TEACHER WORKING GROUP (KTWG)**

**ကညီတီသရ်မသးတိတရ်**

P.O.Box 39 Maesariang, Mae Hong Son, Thailand 58110

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## **Job Description: Finance Officer**

Position	Finance Officer
Report To	Finance Coordinator
Reporting	Program Staff
Location	Maesariang, Thailand
Pay Level	O1 (0-5)
Employment Type	Full-time
Open Date	17 <sup>th</sup> February, 2026
Closing Date	27 <sup>th</sup> February, 2026

### **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 Officer plays a crucial role in supporting the financial operations of the Karen Teacher Working Group (KTWG). This position involves handling budgeting, accounting, financial reporting, and ensuring compliance with financial policies. The Finance Officer collaborates closely with the Finance Manager to maintain the organization's financial health and operational efficiency.

### **Key Responsibilities:**

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

##### **1. Transaction Processing:**

- Process accounts payable and receivable transactions accurately and promptly.
- Maintain up-to-date records of all financial transactions in the accounting system.

##### **2. Reconciliation:**

- Perform regular bank reconciliations and promptly resolve any discrepancies.
- Reconcile other balance sheet accounts as required.

##### **3. Financial Reporting:**

- Assist in preparing monthly and quarterly financial statements and management reports.
- Ensure accuracy and timely submission of financial reports.

4. **Grant Reporting:**

- Prepare financial reports for grants and funding agencies, ensuring compliance with donor requirements.

**Budgeting and Forecasting**

1. **Support Budget Preparation:**

- Assist the Finance Manager in developing the annual budget, Project budget.
- Monitor budget performance and contribute to financial forecasts.

2. **Variance Analysis:**

- Analyze budget variances and report findings to the Finance Manager, Donors.
- Provide financial updates to program teams and management.
- Support budget revisions when necessary.

**Compliance and Audit Support**

1. **Policy Adherence:**

- Ensure financial activities comply with organizational policies and procedures.
- Provide necessary documentation and information for internal and external audits.

2. **Regulatory Compliance:**

- Ensure compliance with local financial regulations and standards.

**Administrative Support**

1. **Documentation and Filing:**

- Maintain organized financial records and documentation.
- Properly file financial documents for easy retrieval and audit purposes.

2. **Office Management:**

- Provide administrative support for the finance department, including scheduling meetings and managing correspondence.

**System and Process Improvement**

1. **Efficiency Enhancement:**

- Identify opportunities to improve financial processes and workflows.
- Assist in implementing new financial systems and tools as needed.

**Communication and Coordination**

1. **Internal Communication:**

- Collaborate effectively with other departments to ensure smooth financial operations.
- Provide financial information and support to program managers and staff.

2. **External Coordination:**

- Liaise with banks, vendors, and other external parties as necessary.

## Qualifications

- Relevant Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Experience: Minimum of 2-3 years in financial coordination or accounting, preferably in a nonprofit organization.
- Experience working with NGOs, CBOs, or donor-funded projects is an advantage.
- Knowledge of local financial regulations and tax laws.

## Skills

- Strong knowledge of accounting principles and financial procedures.
- Proficiency in accounting software and Microsoft Excel.
- Integrity, reliability, and ability to maintain confidentiality.
- 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.
- Language Skills: Proficiency in English, Burmese, Karen and (Thai if it is possible).

## Personal Attributes

- Integrity and ethical conduct in financial management.
- Strong sense of accountability and transparency
- Ability to work collaboratively and efficiently.
- Honest and trustworthy
- Ability to work under pressure and meet deadlines
- 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 monthly salary of 12,000 - 14000 THB will be offered, dependent on background and experience.

For the candidates who are not residing 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 27<sup>th</sup> February, 2026 (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."*