



**World Vegetable Center**

*Job Announcement*

**Financial Reporting Officer  
Bangkok, Thailand**

The World Vegetable Center (WorldVeg) is a non-profit, autonomous international agricultural research center with headquarters in Taiwan and five regional offices around the globe. WorldVeg conducts research and development programs that contribute to realizing the potential of vegetables for healthier lives and more resilient livelihoods. For more information, please visit our website: [worldveg.org](http://worldveg.org)

## **PRIMARY RESPONSIBILITIES**

### **Financial Reconciliation and Reporting**

- Implement World Vegetable Center and office country financial policies and procedures
- Prepare and submit monthly/quarterly/yearly financial reports for all projects in the WorldVeg office as per donors and headquarter requirements, ensuring it is complete, accurate and produced on time to ensure adequate review, approval and submission to the Project Manager
- Maintain a schedule of financial reporting deadlines to donors and updates in the smartsheet
- Ensure financial reports are produced in compliance with donor policies and requirements
- Work with the team to help with project management and prepare for reports/audits and assists in internal and external audits
- Ensure financial records are kept up-to-date with the latest transactions and changes
- Prepare and check the receipts and summary of expenses for IRS travel, Consultancy
- Prepare and check receipts of the statement of account (SOA) and finance statement for WorldVeg-Korea office (WKO)
- Provide the report of operation expenses on a quarterly basis
- Maintain financial records under the supervision of Regional administration and finance officer

### Qualifications:

- Bachelor's degree in accounting /finance or related fields
- Have a minimum of 3 years' experience as Budgeting / Finance / Accounting officer
- Experience with international NGO preferred
- Good knowledge of preparing financial statements and any financial report in accordance with the selected Accounting Framework
- Good command in English (spoken and written)
- Strong computer skills with proficiency in Microsoft Excel

### **How to Apply:**

Applicants should submit in English:

- A curriculum vitae
- A copy of the highest academic certificate
- Names and addresses (including telephone/e-mail) of three referees
- Date of availability and salary expectations

Applications should be submitted as a single Pdf file by email to [kanokwan.rattanamong@worldveg.org](mailto:kanokwan.rattanamong@worldveg.org) indicating "Application -Financial Reporting Officer" in the subject line. The application deadline is **31 August 2024**. Only shortlisted candidates will be contacted for in-person interviews. The vacancy will remain open until it is filled.