

Job title: Senior Finance Officer
Location: Chiang Mai, Thailand
Contract period: One year with a possibility of renewal
Start: As soon as possible after the candidate's selection

BACKGROUND

The spillover of infectious agents from animals to humans in recent decades has had a significant impact on the health of humans, animals, and our environment. To minimize the impact of future pandemic threats, the Southeast Asia One Health University Network (SEAOHUN) was established in 2011 to develop skillful and competent One Health (OH) workforce with support from the U.S. Agency for International Development and its One Health Workforce Next Generation project.

Since its establishment, SEAOHUN has expanded network membership from 10 universities in Indonesia, Malaysia, Thailand, and Vietnam to 81 universities in seven countries, including the four founding countries plus Cambodia, Lao PDR, and the Philippines. The expansion was made possible with the support of Korea International Cooperation Agency (KOICA), U.S. Department of State (DOS) through its Lower Mekong Initiative (LMI), and USAID. Universities in Myanmar have established their One Health university network and will soon join SEAOHUN. Our university members come from multiple disciplines connected to the health of humans, animals, and the environment.

Our educational programs promote and facilitate collaborative activities and projects among the countries with an emphasis on improving One Health workforce capacity with cross-sectoral competencies to effectively prevent, detect, and respond to all hazards and emerging threats. Examples of our educational initiatives include the development of One Health core and technical competencies, curriculum development and strengthening, introducing innovative teaching methodologies such as One Health problem-based learning cases, building research capacity to provide an evidence-base for One Health advocacy, One Health student clubs, and scholarship and fellowship programs to support long-term capacity development.

The SEAOHUN Secretariat based in Chiang Mai, Thailand, is the coordinating body for all of the country networks. The Secretariat manages multiple subawards with the country networks, facilitates SEAOHUN Executive Board meetings and regional activities, and fosters the establishment of One Health university networks in Southeast Asia and partnerships with national, international and non-governmental organizations collaborating to build the next generation of One Health leaders. The Secretariat represents interests of its country networks at regional meetings/conferences/forums of Global Health Security Agenda (GHSA) Detect 1 and Detect 5 packages, ASEAN+3 Field Epidemiology Training Network (FETN), the Tripartite (FAO/OIE/WHO), among the others. Since July 2019, SEAOHUN has partnered with Pfizer Thailand to address the growing threat of antimicrobial resistance (AMR) in Thailand.

For more information, you may visit <https://www.seaohun.org/> and <http://facebook.com/seaohun>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Executive Director and Operations Manager, the Senior Finance Officer will primarily be responsible for managing financial aspects of SEAOHUN subawards with its country networks. S/he will undertake the following tasks:

- Serve as a focal person to verify sub-awardee financial reports, certifications, and supporting documentation and track application of actual costs incurred to amounts advanced, ensuring cash on hand does not exceed acceptable level for risk mitigation.
- Serve as a focal person for receipt and review of forecasts submitted by country networks, and coordinate within the operations team of SEAOHUN to transfer funds to sub-awardees.
- Ensure full compliance with funders' rules, regulations, and policies regarding financial activities, financial recording, reporting, and appropriate use of awarded funds.
- Provide regular monitoring of subawards, including desk audits and on-site financial reviews including identification and investigation of anomalies or unusual transactions, and inform the Operations Manager of any findings.
- Facilitate knowledge building and sharing among all of the sub-awardees on topics, including but not limited to: financial and account management, interpretation of applicable policies and regulations, and reporting requirements.
- Assist Operations Manager in preparation of budgets, forecasts, and financial reports.
- Establish good working relationships with partner organizations in receipt of a subaward from SEAOHUN.
- Ensure that all financial documents related to management of SEAOHUN subawards are properly kept, organized, and stored in physical and electronic formats in accordance with the SEAOHUN and funders' standards and procedures.
- Supervise Finance Officer/Assistant, if hired, to assist with the subaward management duties.
- Perform other tasks as assigned and needed for successful program implementation.

QUALIFICATIONS AND REQUIREMENTS

- At least Bachelor's degree from a recognized college or university in Finance, Business, Economics or related field.
- A minimum of five years of progressively responsible finance experience is required.
- Proven effective communication skills in English, both written and oral is required. This includes networking, negotiation, and diplomatic skills.
- Self-starting, ability to take initiative, and work with minimal supervision are required.
- Ability to work both independently and as part of a team in a multicultural environment is necessary.
- Skills in Microsoft Office/Google, email, and Internet navigation are required.
- Experience working with U.S. and other national government agencies and ministries, intergovernmental agencies, academic universities, or NGOs is required. Experience working in Southeast Asian countries is preferred.
- Experience with federal and private compliance regulations governing grant budgeting, financial reporting, cost allocation, and policies regarding use of grant funds is preferred.
- Experience with the Uniform Guidance (2 CFR 200), auditing, and USAID/USG-funded project is preferred.
- Experience recognizing and responding to problems with invoices and accounts is preferred.
- Experience with financial analysis and forecasting to compile financial data and reports for planning purposes is preferred.

- Experience using QuickBooks or similar software is preferred.
- Advanced knowledge of Microsoft Excel spreadsheets is preferred.

HOW TO APPLY

Interested candidates are invited to send an application letter, a resume or curriculum vitae in PDF format, and state a current and expected salary to secretariat@seaohun.org using the subject line **“Apply for Senior Finance Officer”**. Applications will be reviewed on a rolling basis until filled with the first round of reviews on 2 March 2020. The candidates are encouraged to apply as soon as possible. SEAOHUN is an equal opportunity employer. While we respect all applications, only the shortlisted candidates will be contacted.