



Position Description: Program Finance Manager

Overview: Labour Rights Foundation (with the support of the Freedom Fund) is seeking a Program Finance Manager to be based in their office in Mahachai, Samut Sakhon. The Program Finance Manager will be responsible to ensure financial compliance and improve LRF implementation of key financial policies and procedures. **This position is expected to work for minimum of three days per week and will be based in Samut Sakhon Province, Thailand.**

Background and Overview of the Labour Rights Foundation (as part of the Migrant Worker Rights Network)

Migrant Workers Rights Network (MWRN) is a membership based fee-paying organization for migrant workers predominantly from Myanmar. MWRN was founded on March 29, 2009 by a group of nine Myanmar migrant leaders who strongly believed that empowerment of migrants is the best way for migrants to protect themselves in their vulnerable situation. MWRN's goal is to achieve quality of life of migrant workers and their families through access to justice and international rights and standards protections. MWRN's objectives are (1) Promote the organizing, educating and empowerment of Myanmar Migrant Workers and their families to achieve quality of life; (2) Promote enhanced protection of Myanmar Migrant Workers and their families by origin and destination countries' stakeholders; (3) Promote effective access to justice for Myanmar Migrant Workers and their families who are victims of rights violation. In November 2020, MWRN successfully registered an arm of the organisation as an "association" under Thai Civil Code entitled "**Labour Rights Foundation.**" MWRN has maintained a governance structure of an elected board committee who are all migrant workers along with the newly-established Labour Rights Foundation board members. The Foundation manages donor funded projects, whilst the MWRN arm is the membership-based network that operates with member dues.

The Freedom Fund is a leader in the global movement to end modern slavery. We identify and invest in the most effective frontline efforts to eradicate modern slavery in the countries and sectors where it is most prevalent. Furthermore, partnering with visionary investors, government, anti-slavery organisations and those at risk of exploitation, we also tackle the systems that allow slavery to persist and thrive. In Thailand, the Freedom Funds works to address risk of forced labour in the fishing and seafood industry. Freedom Fund partner with and fund LRF, as well as other partners, to work on this issue. Freedom Fund is supporting LRF to improve financial management.

A. Role Description

Summary: The Program Finance Manager (PFM) will ensure the implementation of financial policies and processes, and ensure compliance to Freedom Fund requirements. The PFM will evaluate the current financial system and address any gaps in financial policies and practices following Freedom Fund programmatic requirements; and carry out on the job training/coaching for key finance and program staff to enable them to use the financial system and policies confidently. **This position is expected to work for minimum of three days per week and will be primarily based in Samut Sakhon Province, Thailand.**

Background: In November 2021, Freedom Fund carried out financial reviews of partner organisations in Thailand. This review found that, whilst LRF has a finance manual, finance policies and an accounting software, staff at this organisation are struggling to implement these policies and processes and use the

software correctly. Finance staff need to improve use of accounting software, financial entries and generating reports in relation to financial transactions and segregated accounts. Program staff must also understand and adhere to various policies, for example, procurement policies, cash advance policies, etc. Program and finance staff do not completely understand organisational and project specific budget planning.

LRF has one main office, and two smaller regional offices – financial processes of the smaller offices need to be aligned with the head office. In addition, the consultant will need to work with the organisation to develop an internal control system, such as cash count, reconciliation, segregation of duties, asset registration, supporting documents, membership due collections and other control measures.

Finally, it has been identified that additional policies need to be created and put in place for the long-term financial sustainability of the organisation – such as policies to ensure proper recording and monitoring of membership dues. Whilst we would like this consultancy to help with this important task, this is not a requirement if an applicant feels that they are unable to address this above point within the timeframe, or they do not have the expertise for that specific task.

Key tasks are set out below. Please note that, with all key tasks, the PFM should undertake the task whilst at the same time training/demonstrating to the current finance officer on how to do these tasks.

Budget:

1. Assist the management in preparation of organisational annual budget, project budget and submit to the board for approval.
2. Monitor and update the approved budgets regularly to reflect the current program and financial situation.
3. Control and monitor budget VS actual regularly and provide variance analysis.

Accounting:

1. Review the current accounting system and processes, and amend in a way that suits the structure and operations of the organisation.
2. Review accounting records and ensure the accuracy and completeness of account coding, calculations and supporting documents.
3. Perform timely month-end and year-end account closing. Review and ensure that any errors are corrected in timely manner.

Financial Management:

1. Oversee the implementation and enforcement of financial management, policies, procedures, and overall internal control. Review, revise and/or update policies and procedures if necessary.
2. Prepare cash flow & forecast, ensure sufficient funds, and inform the management for any potential fund shortage.
3. Review and ensure that expenditures are eligible and in line with the approved budget, relevant policies as well as donor compliances.
4. Prepare monthly financial statements (Balance Sheet and Income & Expenses), management reports and key analysis to the management.
5. Prepare donor financial reports in the formats and details as required by the donors.
6. Serve as a focal point for financial related matters to donors and external auditor.

Payroll:

1. Prepare staff payroll and ensure the accuracy of calculation of applicable benefits, welfare and personal income tax.
2. Maintain and update staff data file e.g. contract, probation status, leaves, etc.

Others:

1. Conduct staff orientation and refresher workshops on the financial policies and procedures.

2. Provide guidance and support to staff who have difficulty following through the policies and procedures.
3. If the consultant has the expertise, and time within the consultancy, work with the organisation to set up a simple, easy to use system to track and monitor dues of the organisation's members.

Deliverables:

- Preparation of organisation and project budget
- Submission of monthly reports on progress concerning key tasks and planning for delivery of key tasks
- Monthly Meeting with Program Advisor on Project Budget Planning
- Preparation of monthly financial statements including year-end financial statements (i.e., Balance Sheet and Income & Expenses)
- Updates to Board Members of LRF and Community Board of MWRN on (organisational and project) budget and financial statements on quarterly basis
- Completion of orientation to all LRF staffs on the revised finance policies and regulations
- Preparation of Quarterly Financial Report for the Freedom Fund
- Preparation of Monthly Pay Roll for LRF/MWRN
- Forecast of Annual Cash Flow
- Forecast of Annual Operating Budget
- Train the finance manager (and other relevant staff) on how to implement key tasks/deliverables as set out above
- If possible, establishment of a simple, easy to use system to track the financial collection and use of membership dues.

B. Experience and Qualifications:

Essential

- Detailed knowledge of national financial (including taxation) laws, regulations and reporting requirements
- No known conflicts of interest with other Freedom Fund partners or consultants
- Knowledge of the governance, HR and administration requirements for small organisations
- Experience of developing and delivering technical training in financial processes and controls
- Fluency in Thai and/or English, both written and spoken, including for technical and business applications
- Capacity to support grassroots organisation through the delivery of the scope of work described above, including the ability to respond to and manage urgent requests (e.g., completion of time-bound improvements required by due diligence process)

Desireble:

- Experience in managing Accounting System in Thailand is preferred
- Previous knowledge of the Freedom Fund an asset
- Based in any of the mentioned locations (LRF is located in **Samut Sakhon**)
- Knowledge of Myanmar and/or English Language is an asset

C. How to apply:

- An expression of interest: a brief profile of the applicant's experience, including why you are best suited to carry out this work (a cover letter)
- Copies of Curriculum Vitae (CVs).
- Two references (including one from your last client/employer).

- Please state salary requested in application, and note current salary/rate at previous employer. Please note this position is minimum of three days per week and will primarily be based in Samut Sakhon Province, Thailand.

D. Submission Process:

1. **Deadline: Friday, 7 October 2022.** The successful applicant should be ready to begin undertaking the work **from late October 2022 - or as soon as possible**. Please submit the application materials to jobs@freedomfund.org. Please use the subject: LRF Program Finance Manager application.
2. **Review:** Following submission of the application, LRF and the Freedom Fund will review and request additional information as needed. Please identify a contact person and provide contact details with your submission should additional communication be needed.