

JOB DESCRIPTION



FINANCE & ACCOUNTING OFFICER, SOUTH EAST ASIA

Location: BANGKOK, THAILAND
NOVEMBER 2019

CONTACT:
Recruitment_programs@purprojet.com

PUR PROJÉT

PUR Projét is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projét seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projét's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projét is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projét has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within South East Asia. PUR Projét's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, Chanel, AccorHotels and Caudalie.

More information on PUR Projét and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projét is looking for a dynamic, enthusiastic and versatile Accounting and Finance Officer (to be based in Bangkok, Thailand).

DUTIES & RESPONSIBILITIES

<p>SUMMARY OF RESPONSIBILITIES:</p>	<p>The Finance & Accounting Officer is expected to roll-out financial procedures devised at group level, manage accounts, general ledger and cash-flow of PUR Projét's entity in Thailand, ensure timely and complete payments to suppliers, vendors and employees, manage exchange rate risks, submit tax returns with the Thai revenue department and improve company tools.</p>
<p>INDIVIDUAL RESPONSIBILITIES:</p>	<p>FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> - Review supplier invoices and record invoices in PUR Projét's accounting system - Prepare and ensure timely and correct payments to suppliers based in Thailand - Administrate the general ledger and submit monthly reports to the global Finance and Accounting Team - Monitor cash-flow, identify and sort cash-flow shortages with anticipation - Produce reports on cash-flow, project costs and administrative costs
	<p>ACCOUNTING</p> <ul style="list-style-type: none"> - Follow up on general accounting matters, reconcile accounts and prepare the proper documents - Function as the point of contact with external accountancy firms for the follow-up and control of accounting entries
	<p>OTHERS</p> <ul style="list-style-type: none"> - Prepare and submit montly WHT returns with the Thai Revenue Department, avoid penalties for late submission

	<ul style="list-style-type: none"> - Contribute to improved finance and accounting standards and tools
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TEAM RESPONSIBILITIES:	REACH EXCELLENCE <ul style="list-style-type: none"> - Proactive participation in the account closing of PUR Projet's companies; & - Take active part in PUR Projet's ongoing efforts to improve knowledge management within the company; devise and propose cutting-edge methods to reach financial excellence on a company-wide level
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	CULTURE & COMMUNITY <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team; & - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; & - Demonstrate your individual character, nature and ideology within the company and support others to do the same
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REPORTING:	The successful Candidate will report to the regional managers and will be expected to closely collaborate with colleagues from the Accounting & Finance Team based in the Paris Office.
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QUALIFICATIONS

EDUCATION:	Graduated from an international renowned university in Thailand, having at least a Bachelor degree in Accounting and/ or Finance. A master degree in the aforementioned field is considered a plus.
EXPERIENCE:	<p>A minimum of 3 years' experience managing accounts, general ledger and cash-flow as well as HR topics.</p> <p>Any experience working with an international SMEs will be seen as a strong asset for this position.</p>
HARD SKILLS:	<p>Excellent command of Microsoft Excel and financial information system software; and comfort with cloud-based data storage applications such as Google Drive.</p> <p>Excellent analytical skills and strong ability to synthesize findings.</p>
SOFT SKILLS:	We are seeking for an individual who takes strong responsibility and accountability for his/her work. An individual that is able to recognize roadblock with anticipation, is passionate to take SMEs to the next stage of growth and has outstanding interpersonal skills, which facilitate a smooth coordination with the global Finance & Accounting team.
LANGUAGES:	<p>Candidates must be fluent in Thai and English.</p> <p>A professional fluency in French is considered a strong asset for this position.</p>

WORKING CONDITIONS

Location: Bangkok, with regular travels to Chiang Mai.

It is expected that the successful Candidate spends one month in Chiang Mai upon arrival with the current Finance & Accounting manager, as his/her onboarding process.

The successful Candidate might be expected to travel to the offices of the company in Singapore, Paris and/or Toronto.

Candidates will be expected to be comfortable working both in the office and may occasionally be asked to work outdoors in the projects of PUR Projet.

CONTRACT

We are looking for an individual to fulfill a full-time position and that should start by January 2020.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport and a legal residency in Thailand. Candidates must have the ability to travel to Canada and the EU at minimum.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter no later than December 15th of 2019, describing their motivation and relevant experience, by email to recruitment_programs@purprojet.com with the subject 'FINANCE & ACCOUNTING OFFICER – LAST NAME, FIRST NAME'. All candidates will receive a confirmation email upon receipt. Candidates will be considered on a continuous basis till the position is filled.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.

Please be prepared to have three references available upon request.