

JOB DESCRIPTION



FINANCE & ACCOUNTING OFFICER, ASIA REGION

Location: BANGKOK, THAILAND

October 2020

PUR PROJET

PUR Projet 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 Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

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

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

ROLE

PUR Projet is expanding its operations in Asia, with now three entities registered in China, Thailand and Indonesia. It is looking for a dynamic, enthusiastic and versatile Accounting and Finance Officer (to be based in Bangkok, Thailand).

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	The Finance & Accounting Officer is expected to roll-out financial procedures devised at group level, manage accounts, general ledger and cash-flow of PUR Projet's entities in Thailand and Indonesia, 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. In addition, he/she is also in charge of the costs controlling of Pur Projet Asia projects, including financial report and budget review to the management, in cooperation with the Regional Manager. He/she is supported from external experts / subcontractors, when necessary. And will support the development of new activities of plastic and waste collection and recycling.
INDIVIDUAL RESPONSIBILITIES:	FINANCIAL MANAGEMENT – Thailand & Indonesia <ul style="list-style-type: none">- Review supplier invoices/receipts and record invoices/receipts in PUR Projet'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 and the Thai Revenue Department- Monitor cash-flow, identify and sort cash-flow shortages with anticipation- Produce reports on cash-flow, project costs and administrative costs

	<p>ACCOUNTING – Thailand & Indonesia</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>CONTROLLING – Asia Region</p> <ul style="list-style-type: none"> - Coordinate the corporate financial process of costs controlling: budget and quarterly financial reporting - Support the Regional Manager with ad-hoc financial analysis of new or existing projects
	<p>OTHERS</p> <ul style="list-style-type: none"> - Prepare and submit monthly WHT returns with the Thai Revenue Department, avoid penalties for late submission - Prepare and submit annual financial report to the Thai Revenue Departments - Contribute to improved finance and accounting standards and tools

TEAM RESPONSIBILITIES:	<p>REACH EXCELLENCE</p> <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
	<p>CULTURE & COMMUNITY</p> <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

REPORTING:	<p>Under the functional management of the CFO of the group Pur Projet, the successful Candidate will report operationally and on a day-to day basis to the regional manager.</p>
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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:	A minimum of 3 years experience in audits, managing accounts, general ledger, cash-flow and controlling as well as HR topics. Any experience working with an international SMEs will be seen as a strong asset for this position.
HARD SKILLS:	Excellent command of Microsoft Excel and financial information system software; and comfort with cloud-based data storage applications such as Google Drive. Excellent analytical skills and strong ability to synthesize findings.
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:	Candidates must be fluent in Thai and English. A professional fluency in French is considered a strong asset for this position.

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 **December 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 November 9th¹ of 2020, describing their motivation and relevant experience, by email to: louise.barreau@purprojet.com copying: lorena.frier@purprojet.com with the subject 'FINANCE & ACCOUNTING OFFICER ASIA- 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 Project 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 a case study and a fit team. Please be prepared to have three references available upon request.