

Sustainable Rice Platform

Terms of Reference: Financial Controller

Position

The Sustainable Rice Platform (SRP) Services Co Ltd is seeking a Financial Controller to support and strengthen our Secretariat team based in Bangkok. The successful candidate will work closely with the SRP (Services) Managing Director and Secretariat staff to establish and manage robust financial governance and statutory compliance for the organization.

About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from the public, private, research, civil society and the financial sector. SRP is registered as a not-for-profit member association working to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

SRP works together with its members and partners to transform the global rice sector. SRP promotes resource-use efficiency and climate change resilience in rice systems (both on-farm and throughout value chains) and pursues voluntary market transformation initiatives by developing sustainable production standards, indicators, incentive mechanisms, and outreach mechanisms to boost wide-scale adoption of climate-smart, sustainable best practices among small farmers. See www.sustainablerice.org.

Roles and responsibilities

- ✓ Establishment and oversight of an internal control system to track, analyze and report on all aspects of SRP's finances.
- ✓ Preparation and review of monthly financial statements for management, including profit and loss statements, balance sheets, and cash flow statements.
- ✓ Development of policies and procedures to will improve financial governance and performance.
- ✓ Forecasting future financial performance scenarios and risks.
- ✓ Preparation and analysis of budgets, YTD income vs expenditures, variances and monthly forecasts.
- ✓ Ensuring full statutory compliance.

Within this context, the Financial Controller will also fulfil the following tasks:

1. Financial planning

- Preparation of annual expenditure budget based on the project's plan of activities.
- Draft a costing budget of new offers and/or amendments where applicable in preparation of offer calculation.
- Support staff in preparation of budgets for contracts incl. commercial support in contract preparation process if applicable.

2. Financial monitoring and reporting

- Regular financial monitoring of contracts financial transactions and accounting.
- Preparation of financial closure of donor-funded projects
- Provides general advice and guidance in financial matters to project teams.
- Regular reporting of annual expenditure status, and otherwise as needed.

3. Audits

- Preparation of documentation and files for financial audits of SRP (Services) Co Ltd.
- Supporting the Director to address audit findings and recommendations
- Preparation for audits commissioned by donors according to donor's requirements.
- Financial monitoring of commitment, transactions and bookings.

4. Contract and grant agreement

- Support the planning, preparation, management and reporting of large service procurement and of grant agreement to partners.
- Support grantees, including through training, in the preparation and implementation of grant agreements and in understanding SRP requirements.
- Support grantees in audit processes.

Required qualifications, competences and experience

- Masters Degree in Finance, Accounting or Finance or equivalent.
- Professional qualification in accounting or finance such as CPA or CA.
- At least 5 years of professional working experience in a similar position in Thailand.
- Proven understanding and experience in use of leading financial and management software, financial modelling and forecasting tools.
- Strong analytical and mathematical skills.
- Capable of working under pressure, both in a multitasking position and in a multicultural environment.
- Good leadership and communication capabilities – to be able to effectively manage and communicate with staff at all levels of the organisation; mentoring competencies and experience are an advantage.
- Attention to detail – to ensure all financial transactions are properly accounted for.
- Strong organisation skills – to manage and track multiple financial tasks simultaneously.
- Problem-solving skills – to be able to identify and resolve financial issues as they arise.

- Time management skills – to ensure deadlines are met.

Reporting and working arrangements:

This fulltime position will report to the Managing Director, SRP (Services) Co., Ltd. who, together with 6 staff members, are based at the SRP's global Secretariat, located in the Sathorn area, Bangkok.

Application:

Please submit your application including cover letter and CV to info@sustainablerice.org. The deadline for submission is **15 December 2022**. Only shortlisted candidates will be contacted.

SRP (Services) Co Ltd is an equal opportunities employer