



Karen Education and Culture Department
P.O. Box 4, Mae Sot, Tak 63110, Thailand
Email: kedctl@gmail.com, Website: www.kecdctl.org

KECD Job Vacancy Announcement

Date: 24/ April / 23

The Karen Education and Culture Department (KECD) is looking for a committed and motivated person to join our team!

Job Position: Finance Staff
Position Level: Operation Staff (F)
Work Location: Communications Office, Pa
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: The Finance Staff assists the Finance In-Charge and Finance Officer in managing, processing and troubleshooting various accounts and transactions.

- Main Duties:
 - Assist preparation of budgets projections for donor proposal and agreements
 - Receives and records vouchers, cash and checks.
 - Performs basic office tasks, such as filing, data entry, answering phones and processing the mail.
 - Ensure daily cash check and weekly reconciliation prepared and checked.
 - Prepares financial reports.

(See the Job Description on our website for more details of duties)

Contract Duration: Initially 2-years, and extendable.

Payment and Benefits: A local stipend will be paid, based on skills and experience. This is negotiable depending on skills and experience. A benefits package will also be provided.

Application Process:

1. Fill in the “Job Application Form”, downloadable from our website.
2. Submit it to **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com, CC to benloithankornsakul94@gmail.com post, hand before Monday 15th of May 2023.**
3. Short-listed candidates will be invited for an interview and informed of the decision.
4. It is anticipated that the successful candidate will start their duties by **Thursday the 1st of June 2023.**

KECD is an equal opportunities organization and maintains a non-discriminatory principle in employing people regardless of their defining characteristics, including gender, religious belief, ethnic nationality, social status, age or disability.