



Job title

Job grade	International	Reports to	Thanakritta Oonsri (Administration & Finance Officer)
Directorate	C&P	Function	
Contract	[Fixed term]	Location	Thailand

Responsibility for resources

Direct line reports		Responsibility for other resources	
Financial resources			

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

Purpose of the role

The Project Finance and Admin Assistant is a key role within our team, assisting the Finance and Admin Officer in managing financial and administrative tasks related to our conservation projects in Kanchanaburi, Thailand. The position requires a detail-oriented and organized individual capable of supporting financial processes, administrative duties, and contributing to the smooth operation of our projects.

Key responsibilities

1. Financial Support:
 - Assist in preparing and maintaining financial documents such as invoices, receipts, and expense reports.
 - assist with the processing of financial transactions and ensuring accurate recording in financial systems.
 - Support budget monitoring and provide assistance in financial reporting.
 - Collaborate with the Finance Officer in managing project budgets and ensuring compliance with financial policies and procedures.
2. Administrative Assistance:
 - Provide administrative support for project activities, including scheduling meetings, preparing agendas, and taking minutes.

- Coordinate travel arrangements and logistics for project staff and visitors.
 - Assist in maintaining project files and documents, ensuring proper organization and accessibility.
 - Facilitate communication within the team and with external stakeholders.
3. Compliance and Reporting:
- Support the Finance and Admin Officer in ensuring compliance with local regulations and organizational policies.
 - Assist in the preparation and submission of reports required by funding agencies and internal stakeholders.
4. Other Duties:
- Perform other related duties as required, contributing to the overall effectiveness of the project team.
 - Engage in continuous learning and development to enhance skills relevant to the role.

Person Specification

The person specification is very important as it provides all of the detail required to accurately evaluate the position. This includes the criteria on which to judge whether candidates meet the requirements of the job at shortlisting and interviewing stages. It also provides guidance to candidates on what to include in their application making it easier to shortlist.

Experience	
Essential	<ul style="list-style-type: none"> • Bachelor’s degree in finance, accounting, business administration, or a related field. • At least 1-2 years of experience in a finance and administrative role, preferably within an NGO or similar organization. • Proficient in Microsoft Office Suite, particularly Excel, and experience with financial software.
Desirable	<ul style="list-style-type: none"> • <i>Strong organizational and time-management skills.</i> • <i>Excellent attention to detail and accuracy in handling financial and administrative tasks.</i>
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Good communication skills, both written and verbal, in Thai and English.