



# Finance Manager

## JOB OVERVIEW

SWAT Ministry International is a non-profit Christian organization that fights trafficking world-wide through Awareness, Training, and Prevention Methods. Our goal is to spread the gospel of Jesus Christ in every aspect. We believe every human being should be set free, physically and spiritually.

We are currently seeking to hire an experienced Finance Manager to join our team. We are embarking on our Land of Hope project in Chiang Rai, Northern Thailand, and we require a Finance Manager to support our growing organisation and manage our financial processes. SWAT receives donations from supporters and we need to be compliant with every transaction, transparent in our expenditure, and fully accountable to our stakeholders, supporters, and of course, the children and families we are determined to empower.

If you feel led to be involved and experience a hands-on humanitarian and anti-trafficking campaign to free kids and empower them to be the person they were created to be, please apply and join us in this adventure.

## JOB DESCRIPTION

The Finance Manager is responsible to the Chief Financial Officer for the day-to-day financial management for SWAT Ministries International to ensure strong accounting and finance practices and full compliance with SWAT's accounting policies and procedures.

Position Title	Finance Manager
Reports to	Chief Financial Officer
Location	Chiang Rai, Thailand
Remuneration/Agreement	SWAT Ministries Volunteer Agreement
Minimum Commitment	2 years



## KEY RESPONSIBILITIES

- Promote and fulfill the mission and vision of SWAT Ministries International.
- Develop, implement and administer accounting procedures and systems for SWAT Ministry International (SWAT);
- Maintain responsibility for the proper accounting and financial practices in all SWAT projects, funding nations, individual donors, and daily income and expenditures;
- Produce financial reports at the request of the Leadership Team;
- Maintain contact with all accountants and financial specialist in each funding nation as we grow;
- Advise the Leadership Team (strategically) about all relevant financial matters;
- Update the Leadership Team and the Board with monthly financial statements;
- Produce the Annual Accounts Report and liaise with the auditor in the production of annual audited accounts;
- Ensure that SWAT uses best practice in accounting and other financial matters as well as in accordance with the relevant laws and regulations in their countries of residence;
- Contribute to strategic planning and development as a member of the Management Team; and
- Perform other duties as assigned by the Leadership Team.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business, or a finance related field;
- 3-5 years of financial management and experience;
- Proven ability to solve problems creatively;
- Strong familiarity with financial management software tools, methodologies, and best practices;
- Excellent analytical skills;
- Strong interpersonal skills and extremely resourceful;
- Servant heart; and
- Proven ability to complete relevant financial processes with accuracy, diligence and timeliness to meet necessary financial outcomes.



## REMUNERATION

This position is for a volunteer. The volunteer will need to fund their own travel costs, transport, and be financially able to support any other living costs while overseas. **Traditionally, our volunteers have achieved this through fundraising and donations.**

## HOW TO APPLY

Apply online at [swatministryintl@gmail.com](mailto:swatministryintl@gmail.com)

*\*\*\* As our organisation is continually growing, the needs of each of our positions are subject to change. Job Descriptions will be reviewed and adjusted as needed upon biannual Staff Reviews\*\*\**