

Terms of Reference

Call for Applications:

Finance & Admin Officer (Full-time) for Intersex Asia

Intersex Asia (IA) is currently seeking a **Finance & Admin Officer** to join our team. We are an organization dedicated to advocating for the rights and well-being of intersex people across the Asia region.

- **Title:** Finance & Admin Officer (Full-time), 40 hours per week
- **Location:** Xindian District, New Taipei City, Taiwan
- **Languages Required:** Mandarin and English
- **Expected duration:** 3 months on probation followed by a 9-month contract
- **Start Date:** Oct 2024 (negotiable)
- **Remuneration:** USD 2000 per month
- **Application Deadline:** 22 Sep 2024
- **Reporting Officer:** IA Executive Director

1. Who are we

Intersex Asia is an autonomous regional network of intersex-led organizations and individuals from Asian countries that work to support, educate and advocate for the rights and lives of intersex individuals and raise awareness on human rights violations and discrimination faced by intersex communities.

Intersex Asia was established when 12 intersex people representing organizations and communities from Hong Kong (China), India, Indonesia, Myanmar, Nepal, Pakistan, Philippines, Taiwan, Thailand and Vietnam came together to attend the first Asian Intersex Forum which took place in February 2018 in Bangkok, Thailand. Intersex Asia was registered as an INGO in Taiwan, R.O.C. in December 2020, where the organization operates in accordance with the law.

For more details about the Intersex Asia, please click [here](#)

2. Scope of Work

The Finance Officer will play a crucial role in managing and overseeing all financial aspects of the organization. S/He primary responsibility will involve preparing financial progress reports, project

accounts, statements of expenditures, and other related financial reports as needed by the IA board and donors. The finance officer will closely collaborate with the Executive Director and Programmes Manager of IA, as well as an outsourced accountant in Taiwan, in preparing, regularly reviewing, and evaluating the project budget, financial reports, and audit reports for the organization and its grants' donors.

3. Objectives:

Capacity Building: Provide training and support to staff on financial management and administrative processes to enhance organizational capacity.

Risk Management: Identify and mitigate financial and operational risks, ensuring the sustainability of the organization's programs.

Compliance and Governance: Ensure adherence to local laws and regulations, as well as international standards for financial and administrative practices.

The Finance Officer main responsibilities include:

- a. Contribute to developing or revising the financial policies to ensure operational efficiency.
- b. Lead to monitor and improve organizational financial systems;
- c. Assist Executive Director and Programmes Manager in budget preparation and management activities, contribute to the revisions of budgets and monitor budgets and expenditures timely ;
- d. Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained, and can be easily extracted to prepare financial statements and financial audits;
- e. Assist in the movement of cash, liquidity management, the bank transactions and transfers authorized by the Executive Director ;
- f. Ensure account receivables and payables activities are performed accurately and timely.
- g. Ensure that financial transactions are properly updated and recorded on IA accounting system in time; ensure IA is able to generate appropriate reports as required;
- h. Oversee the preparation of all financial statements, invoices, proposals, etc as required.
- i. Manage the preparation of balance sheets, income statements, expense reports, etc.
- j. Conduct periodic financial analysis to identify and resolve issues, gaps or variances;
- k. Perform finance analysis, reporting and management tasks.
- l. Check the budget lines to ensure that all transactions are booked to the correct budget lines and receipts, necessary supporting documents are obtained for all payments;
- m. Monitor cash flow,
- n. Review and monitor project performance and make recommendations to improve performance in relation to Financial Management.
- o. Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
- p. Deliver finance-related technical assistance to IA member organizations, ensuring compliance with all relevant policies and guidelines;
- q. Review financial paperwork and procedures and make appropriate changes.

- r. Ensure the timely preparation and submission of financial reports to donors or funders, adhering to their specific requirements;
- s. Ensure data integrity in all financial reporting;
- t. Notify the Executive Director of any problems, concerns, feedback, or conflict of interest regarding financial matters;
- u. Other administration tasks assigned by supervisor.

4. Working Environment, Qualification, Experience, Skill and Competencies

Working Environment

Based in the Taiwan office, occasionally obligated to travel to field offices and join/ collaborate in regional conference and workshop, if deemed necessary.

Qualification

- a. The Finance & Admin Officer must have a minimum bachelor's degree in Accounting, finance, business Management, Public Administration, or a relevant field.

Experience

- b. S/he must have a minimum of five years of work experience in public-sector financial management;
- c. S/he must have a good understanding of CSO/NGO financial management;
- d. Experience using financial software;
- e. Excellence command over Microsoft Word, excel, power point, and other financial computer applications;
- f. Experience in international donors-funded projects is preferable.

Skill and Competencies

- a. Passion to use financial and admin expertise to support marginalized community;
- b. Thorough knowledge of generally accepted accounting principles;
- c. Experiences and knowledge of preparation of financial statements & reports;
- d. Knowledge of NGO regulation and corresponding tax and accounting ramifications in Taiwan;
- e. Ability to solve problems and work independently;
- f. Happy to share financial knowledge and support IA team to solve problems;
- g. Good written and verbal communication skills in Mandarin and English;
- h. Good time management skills;
- i. Strong ethics, result-oriented with the ability to manage confidential data;
- j. Good analytical and numerical skills;
- k. Familiar with audits, invoices and budget preparation.

5. Reporting

The Finance Officer will report directly to the Programmes Manager under the overall direction of the Executive Director of IA.

6. How to Apply:

Interested candidates should submit their resume, a cover letter outlining their relevant experience, and contact information for three professional references to program.manager@intersexasia.org by Sep 22, 2024.

Note:

- Only short-listed candidates will be contacted.
- The organization is committed to diversity and inclusion and encourages applications from individuals of all backgrounds, including intersex individuals.