



Asia-Pacific Association of Agricultural Research Institutions

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Vacancy Announcement for the position of Finance Coordinator

Asia-Pacific Association of Agricultural Research Institutions (APAARI)

Issued on: 7 February 2019

Deadline for applications: 28 February 2019

The Asia-Pacific Association of Agricultural Research Institutions (APAARI) wishes to recruit the position of Finance Coordinator and seeks applications/expression of interest from suitably qualified and experienced candidates who are citizens of the countries of the Asia-Pacific region.

APAARI is a unique voluntary, membership-based, apolitical and multi-stakeholder organization in the Asia-Pacific region. It promotes and strengthens agri-food research and innovation systems through partnerships and collaboration, capacity development and advocacy for sustainable agricultural development in the region. Since its establishment in 1990, it has significantly contributed towards addressing agricultural research needs and *enhancing* food and nutritional security and environmental protection in the region. For more details, please visit: www.apaari.org

APAARI with its headquarters in Bangkok, Thailand, has a membership of 80 organizations/institutions including NARIs and NAROs of several countries, CGIAR and other international centres, universities, civil society organizations and private sector. APAARI implements its activities through four major programmes, viz. i) Knowledge Management ii) Partnership and Networking, iii) Capacity Development, iv) Advocacy, and two cross-cutting focus areas as i) Foresights and Visioning, and ii) Women and Youth. APAARI also implements a technical programme - the Asia-Pacific Consortium on Agricultural Biotechnology and Bioresources (APCoAB).

Roles and Responsibilities

Under the general guidance of the Executive Secretary, APAARI, the **Finance Coordinator** will have the following Roles and Responsibilities:

- Establish and maintain effective and efficient financial systems to facilitate statutory compliances, management and financial accounting, project accounting, internal control and information to stakeholders. Establish financial systems to align with organizational needs. Draft financial policies and procedures. Manage the finance function independently. Experience in statutory incorporation and compliances of international institutions.
- Lead the finance team and coordinate daily operations. Review and validate all financial transactions for appropriate coding, reasonableness, accuracy and compliance with contracts, accounting standards, policies, statutes, guidelines. Oversee payroll and timely completion of month-end process. Finalize accounts and prepare annual financial statements. Provide overall quality control on financial information, ensure

comprehensive documentation and archiving of all financial records. Facilitate capacity building of in-house finance staff.

- Operate as the lead contact for all financial, administrative and allied matters. Liaising with bank, statutory authorities, auditors, donors/members, other stakeholders as required. Facilitate audit of accounts. Coordinate responses to audit reports and timely closeout of audit recommendations.
- Prepare annual financial budget and plans in consultation with department Coordinators and Executive Secretary. Prepare budget phasing for monitoring and budgetary control. Reforecast and re appropriate financial budget semi-annually. Collaborate with project team in preparing project budgets.
- Good working knowledge of procurements and allied documentation, contracts management, HR related matters, drafting of financial and allied policies, supervision of staff.
- Submit monthly management accounts with analytical commentary to global and local management teams. Analyse and interpret financial statements for management appraisal and insight. Provide information and analysis to aid in decision making and control. Disseminate reports, financial analysis with interpretation for project managers. Furnish periodic project financial reports to donors. Convene and lead in all finance and project team meeting.
- Plan and undertake a series of awareness activities among APAARI members, agri-food research and innovation systems (AFRIS), partners and stakeholders in the area of importance/scope of strengthening AFRIS for the development of agri-food systems and for them to encourage to commit and participate in collective actions and partnership efforts.
- Scope and map primary stakeholders (such as NARIs, NAROs, policy bodies, global fora, higher education, CG Centres, AIRCA, CSOs, farmer, women and youth organizations) to enable better targeting and stronger engagement in collective actions in terms of sharing of benefits, efforts and resources.
- Contribute to the APAARI reform process through active involvement to make APAARI a more diverse multi- stakeholder platform with equitability and inclusivity for all actors in AFRIS.

In brief the post requires someone who can serve as a key contact on administrative and financial matters for the project teams, external collaborators and donors.

Selection Criteria

Candidates should preferably be a national of a country in the Asia-Pacific Region. He will be assessed against the following:

- Academic qualification and financial skills
- Level and relevance of experience of working in regional/international platform environments.
- Recommendations from three Referees including the one from the recent employer.

Qualifications:

Essential:

Should have a minimum of Bachelor's degree in Commerce (or equivalent) with 10 years of experience in finance or a post-graduate degree with at least 5 years of experience in the relevant field.

Desirable:

- Ability to take lead in Financial Management of the organization.
- Fluent in English (both writing and speaking)
- Ability to work in a multicultural environment
- Ability to travel as and when required

Place of posting: APAARI Office, FAO Annex Building, 202/1 Larn Luang Road, Pomprab Sattrupai District, Bangkok 10100, Thailand.

Duration of appointment: Appointment will initially be for a period of three years with possibility of extension based on work performance. Persons serving National Agricultural Research and Development Systems or other relevant research and development organizations and having the required qualifications and experience are also eligible to apply and work on deputation provided their parent institutions are willing to retain their lien.

Salary and Allowances: Salary and allowances are negotiable and shall commensurate with the qualifications and experience as relevant to the job requirements. The overall salary and benefits will include medical insurance, contributory provident fund, accommodation allowance, and annual leave and leave fare. The salary will be paid in US dollars and will be tax free.

Submission of Application

Applications along with CV, mailing address including email id and phone numbers, recent passport size photograph, names and email ids of three referees, be addressed to the Chairman of APAARI Executive Committee and be sent to **Dr. Ravi Khetarpal, Executive Secretary, APAARI (ravi.khetarpal@apaari.org), and copied to Ms. Cel Bitong (c.bitong@apaari.org)**. The covering letter must give a short statement on candidate's suitability to the position vis a vis the selection criteria and role and responsibilities of the post.

The deadline for receipt of applications is 28 February 2019.

Ms. Mellissa Wood

Chairman, APAARI Executive Committee