

## **TOR for Finance Assistant – Fairtrade Network of Asia Pacific (NAPP)**

### **Vacancy Announcement: Finance Assistant (Asia-Pacific)**

**Location: Work from Home**

#### **Fairtrade Network of Asia and Pacific Producers:**

Fairtrade NAPP is a Network of Fairtrade certified Producers in Asia Pacific region registered in Singapore as a nonprofit entity. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Currently NAPP has 284 Producer Organizations across 20 countries in Asia and Pacific Region supporting more than 260,000 farmers and workers. NAPP's mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: [www.fairtradenapp.org](http://www.fairtradenapp.org)

Fairtrade Network of Asia and Pacific Producers (NAPP) is seeking **Finance Assistant – Asia Pacific**.

#### **Key Responsibilities**

- Financial Record-Keeping: Maintain accurate and up-to-date financial records, including invoices, receipts, and payment vouchers.
- Supporting the Consultants in Finance related queries.
- Account Reconciliation: Assist in reconciling company accounts, including bank statements and ledger accounts.
- Audit Support & Other Finance related works
- Compliance: Ensure compliance with relevant financial regulations, laws, and company policies.
- Administrative Tasks: Perform various administrative tasks, such as filing, photocopying, and data entry.

#### **Skills:**

- Tally & Microsoft Tools
- Good Co-Ordination and Supportive.
- Quick Learner & Willingness to Learn.

**Preferred Education:** Accounting Degree (B. Com/MBA).

**Experience Range:** 1-2 Years/Fresher.

**Term – 6 months** (based on performance extensions/renewal will happen)

**Consultant Fees:** The compensation will be based on the Qualification and Experience in alignment with the salary structure of the organization.

If interested, please send your resume to [hr@fairtradenapp.org](mailto:hr@fairtradenapp.org) **before 6<sup>th</sup> January 2024**. Kindly send us 750 words write up on how you will use your skill sets to contribute to the organization and provide two references. NAPP is an equal opportunity employer and women candidates are encouraged to apply. There will be a mandatory probation period as per HR policy.

#### **How to apply**

Interested candidates are requested to share the CV to [hr@fairtradenapp.org](mailto:hr@fairtradenapp.org) on or **before 6<sup>th</sup> January 2024**.