

<b>1.0 JOB DESCRIPTION</b>				
<b>Position</b> Field Administrator – MST	<b>Department</b> Admin	<b>Reports to</b> Field Coordinator	<b>Reportees / Supervision</b> Field Adm Assistant (MST)	<b>Grade</b> D
<b>2.0 PURPOSE</b>				
Conduct all administrative and finance functions in the field sites.				
<b>3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS</b>				
<b>3.1 Core Responsibilities &amp; Duties</b>				
<ol style="list-style-type: none"> <li>Maintain QB purchase Order and Accounting at field office.</li> <li>Pay bills, conduct bank transactions, and maintain complete records with supporting documentation.</li> <li>Purchase supplies locally following the procurement policies and procedures of TBBC.</li> <li>Calculate projections for supplies based on population figures.</li> <li>Projections monthly cash-flow needs at field office to BKK for approval.</li> <li>Complete all administrative work to ensure food supplies are delivered on time, prepare supplies reconciliation and enter Item Receipts into the QB accounting system.</li> <li>Maintain procurement, admin, and financial files in good order and easily retrievable.</li> <li>Assist in personnel administration activities including benefit administration, leave records, obtain visas, facilitate travel, and obtain camp passes.</li> <li>Provide administrative and clerical support for facilitation of work plans, meeting such as distributing schedules and notices, identifying and preparation of venues, arranging supplies, equipment , preparing materials, supporting Field Coord, etc.</li> <li>Supervise administrative support staff ( ie. Office Assistants in all sites, Field Administrative Assistant for MST).</li> <li>Manage communications, ensure office facilities are maintained.</li> </ol>				
<b>3.2 Occasional Significant Duties</b>				
<ol style="list-style-type: none"> <li>Interpret and translate as required.</li> <li>Assist Field staff in camp activities.</li> <li>Annual procurement of building supplies.</li> <li>Negotiate with local authorities for permissions to deliver.</li> <li>Update TBBC inventory records at the field office</li> </ol>				
<b>4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)</b>				
<b>Education</b>  Business certificate or BA/Diploma in accounting or finance	<b>Experience in humanitarian or related</b>  3	<b>Experience in specific field or closely related job</b>  2 years	<b>Skills</b>  Accounting, Admin, computer, Computerized accounting system, English & Thai spoken and written, Refugee languages preferred	
<b>5.0 DECISION-MAKING &amp; AUTHORITY</b>				
Minimal				
Location: <b>MST</b>			Preparation Date: <b>August,2010</b>	