



JOB DESCRIPTION

JOB TITLE	:	FINANCE OFFICER / ACCOUNTANT
DEPARTMENT	:	CLUB LICENSING ADMINISTRATION
REPORTS TO	:	DEPUTY CEO
LOCATION	:	BANGKOK

JOB SUMMARY

Reporting to the Deputy CEO, Thai League, the Finance Officer / Accountant of the Club Licensing Administration shall work closely with the other Club Licensing Administration (CLA) officers appointed for the implementation of the Football Association of Thailand club licensing system.

The Club Licensing Administration (CLA) shall be the body or staff within the Licensor (the "Football Association of Thailand") that deals with club licensing matters.

OBJECTIVE

The Licensor (Football Association of Thailand) establishes an administration and appoint qualified staff members, including the Finance Officer or Accountant, to administer the licensing process on its behalf.

WHO ARE WE LOOKING FOR

- Thai Nationality
- Possess minimum a Degree in Finance or Accountancy recognised by the appropriate international national accounting body
- Strong and knowledgeable in financial reports or analysis
- Passion in sports or football preferred
- Fluency in Thai/English

DUTIES AND RESPONSIBILITIES

- coordinating , verifying and approving of financial documents with licensing applicants or Clubs under the “Financial Criteria” of Club Licensing System.
- preparing, implementing and further developing the Club Licensing System, including workshops, creating templates for financial reports and compiling analysis and benchmarking reports.
- access and administer the AFC CLAS (“AFC Club Administration System”).
- preparing submission report as required by Club Licensing Director whenever necessary.
- Work closely with clubs and follow the deadlines as required in the Core Process.
- providing administrative support to the decision-making bodies.
- assisting, advising and monitoring the licensees during the season.
- serving as the contact point for and sharing expertise with the licensing applicants (the clubs).
- Shall make the necessary recommendations on financial matters.
- As requested by the Licensing Administration, shall attend meetings of the FIB (First Instance Body) and the AB (Appeals Body).
- must comply with strict confidentiality rules regarding information received during the licensing procedure and process.



- Any other finance duties whenever required.

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