

**Innovative Human Rights NGO Seeks  
Grants Financial Management and Compliance Manager  
based in Kuala Lumpur, Malaysia or Bangkok, Thailand**

**About Us**

Asylum Access is a leading global refugee human rights organization. Headquartered in Oakland, California with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America, Asylum Access works to make human rights a reality for refugees in first countries of refuge.

Our unique combination of policy advocacy and legal empowerment creates conditions in which refugees can better live safely, move freely and work legally. By helping refugees assert their rights, we put power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

**Department Description**

The Finance and Accounting Department is responsible for planning, organizing, controlling and monitoring financial resources with a view to achieve organizational goals and the financial integrity of the organization with a view to produce high-quality financial reports.

The Grants Financial Management and Compliance Manager reports to the Global Finance Director, who is based in Oakland, CA. The Grants Financial Management and Compliance Manager will regularly liaise with Asylum Access' national operations in Mexico, Thailand and Malaysia.

**Position Description**

The Grants Financial Management and Compliance Manager is responsible for the effective planning, tracking and monitoring of grants. This position will work closely with both headquarters (HQ) and international staff to ensure effective and efficient use of a diverse range of funding sources within funding guidelines. An emphasis will be given to build a strong grant financial management framework by streamlining the organization grant financial management processes. to ensure that grant funds are spent in alignment with restrictions or

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conditions.

## **Key Responsibilities**

### **Grants Finance**

- Prepares grant budgets with development and program staff prior for grant proposals.
- Partners with national accounting staff to prepare monthly grant budget-to-actual reports.
- Prepares monthly, quarterly and year-end financial reports for funders.
- Reviews coding of expenses against grants to ensure appropriate recording in general ledger.
- Supports special projects to ensure effective and efficient management of grants.
- Prepares federal grant drawdown requests.
- Supports accounting and development staff to reconcile restricted or conditional funding received.
- Provide technical oversight and training to staff across the organization directly involved in grants management.

### **Grants Compliance**

- Manages reporting, compliance and recognition of grants for the organization.
- Maintains a working knowledge of laws, regulations, policy, and other requirements that affect grants management, in particular federal grant requirements.
- Ensure that allocations of expenses to grant in the accounting system are done in alignment with the grant budget and restrictions or conditions.
- Special projects in streamlining grants financial management processes and building procedures to ensure compliance with grants conditions or restrictions.
- Liaises with program and development staff to ensure grant funding is used in accordance with grant restrictions or conditions or appropriate modifications are requested.
- Ensures that fiscal requirements for grants are identified, realized and monitored.

### **Additional Responsibilities**

- Perform other duties as assigned by the Global Finance Director.

## **Required Qualifications**

- Bachelor's degree required, with concentration in Finance or Accounting, or any other related area;
  - A minimum of three years experience in grant financial management;
  - Experience working with an international nonprofit is a plus (specially experience working in a third world country);
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- Experience in developing and delivering financial tools, training programs and procedural guidelines;
- Strong analytical, Strong analytical skills and ability to problem solve;
- Strong initiative and ability to take ownership of projects, manage multiple deadlines, and work effectively with a high attention to detail;
- Strong communication and interpersonal skills, including the ability to communicate financial information to non-financial staff;
- Strong time management and organizational skills;
- Cultural sensitivity and ability to work well with diverse populations;
- Willingness to take calls in off-hours, as required by time zone constraints;
- The ability to speak fluent English is essential;
- Working knowledge of Google Drive (Gmail, Docs, Calendar, Sheets) , Microsoft Office and related tools.

### **Hours and Location of Work**

The Grants Financial and Compliance Manager is a full-time position based in Kuala Lumpur, Malaysia or Bangkok, Thailand. Candidates should be aware that some flexibility regarding working hours is required in order to take out of hours calls and meetings with international colleagues. This position offers a one-year contract.

### **Compensation**

The position comes with a competitive nonprofit salary, and a robust benefits package.

### **Application Instructions to Candidates**

Please send a resume, cover letter, and brief writing sample in English to [apply@asylumaccess.org](mailto:apply@asylumaccess.org). In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*

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