



## Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking for an experienced person with broad knowledge of finance, accounts and investment to head the Department

**Overall Objective:** A senior middle management position with Management and functional leadership role overseeing all financial, accounts and investment operations and related risk management to drive the financial strategy and planning.

**Current Vacancies: Finance, Accounts & Investment Department (1 Position)**

**Position: Vice President /Deputy Vice President**

**Full-Time position**

**Requirements : Experience & Aptitude :**

- Experience in re/insurance accounting and General accounts
- Experience in investment portfolio management
- Ability to handle a multicurrency portfolio independently
- Ability to work in a multinational and multicultural milieu and to adapt quickly to new situations
- Age not more than 48 years
- Bachelor's Degree and Qualified Chartered Accountant or Certified Public Accountant or equivalent

**Duties & Responsibilities :** Head the Finance, Accounts, and Investment Department will be responsible for :

1. Preparation of Financial Statements and Schedules for Quarterly and Annual Reports.
2. Preparation and Control of Budget
3.
  - a. Inward Treaty & Facultative Accounting processing
  - b. Outward Treaty Accounts
  - c. Credit Control
  - d. Taxation
  - e. General Accounts
  - f. Internal Audit
  - g. Information Technology
  - h. Salary administration & Employees benefits and related matters
  - i. Preparation of proposals for Investment of funds based on investment guidelines
  - j. Portfolio management aiming liquidity and security required of a reinsurer
  - k. Coordinate Annual Audit with external Auditors.
4. Other duties which may be assigned from time to time

*For otherwise suitable candidates, the age and qualification criteria may be relaxed.*

**Remuneration:** Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

<b><u>SALARY SCALE</u></b>	<b><u>Initial/Annual</u></b>	<b><u>Increment/Annual</u></b>	<b><u>Limit/Annual</u></b>
<b>Vice President</b>			
Scale	US\$ 39,000	\$ 2,795	\$ 80,925
<b>Deputy Vice President</b>			
Scale	US\$ 30,000	\$ 2,354	\$ 65,310

**Salary and Allowances of expatriates are free of Income Tax.**

## **Allowance and Benefits:**

<u>Medicare</u>	:	Staff Members are insured under a limited health insurance scheme.
<u>Provident Fund</u>	:	Staff Members contribute 5 pct. of basic salary. Corporation contributes 6 pct. of basic salary during the first 5 years and thereafter up to 10% depending on years of service.
<u>Housing</u>	:	Allowance of 5 pct. of basic salary.
<u>Perquisites</u>	:	Discretionary bonus, leave encashment, telephone charges, fuel reimbursement as per Corporation rules.

## **Additional Allowances and Benefits for internationally recruited officer**

<u>Dependancy Allowance</u>	:	For internationally recruited staff : \$ 450 per annum for dependent child - maximum 4 children.
<u>Educational Grant</u>	:	In respect of eligible dependant children of professional staff serving outside home country either at duty station or elsewhere.  A. 75 pct. of cost of attendance of School/College subject to a maximum grant of US\$ 7,920.- per child per annum (Subject to submission of documentary evidence). B. Alternatively for children studying in home country outside Thailand consolidated amount of US\$ 2,200 per eligible child per annum. (Subject to proof of attendance ).
<u>Housing</u>	:	Expatriates who incur rental expenses in excess of 5 pct. of salary shall be reimbursed up to a maximum of further 15 pct. of their basic salary on presentation of documentary evidence .
<u>Home Leave</u>	:	Home leave travel costs are provided for staff members, spouse and dependant children once every two years.
<u>Motor Vehicle</u>	:	Expatriate staff members are entitled to purchase one vehicle free of customs duty. (A loan facility is available with interest charge up to a maximum of US\$ 8,900).
<u>Installation Grant</u>	:	a) Except for those who normally reside in the host country, staff members appointed for one year or more shall receive an installation grant on the following basis :  i. US\$ 59.00 daily for staff member for thirty days. ii. US\$ 29.50 for each dependent who is accompanying or joining staff member for thirty days. iii. Lump sum payment of US\$ 300 for each up to a maximum of four persons including staff member  b) On appointment, change of duty station or separation, staff members shall be entitled to reimbursement of expenses in transporting personal effects and household goods in accordance with the rules of the Corporation.
<u>Term of Office</u>	:	4 year - contract on the basis that the service will be extended after first year only if work and conduct found satisfactory. Renewal after 4 years subject to review of performance and requirements.

Appointment is subject to satisfactory evidence of good health.

**Application with duly filled application form and detailed CV should be sent for the attention of Mrs. Thararat Peamsanga on or before 30<sup>th</sup> April 2020**

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**(For further information please contact : Khun Thararat)**