Finance & Admin Associate - Part-time

Keep the numbers moving, the records accurate, and Wedu's operations running smoothly.

Wedu is looking for a part-time Finance & Admin Associate to support the day-to-day finance, accounting and administrative operations that keep the organisation running effectively. The role will focus on accurate bookkeeping, timely payment processing, financial documentation, reporting support and routine administrative processes.

Working closely with the Senior Coordinator, Finance & Admin, local accountant and the wider team, the Associate will execute established processes, maintain accurate and complete records, and proactively identify and escalate discrepancies or risks. The role will also support key administrative processes, including onboarding and offboarding, Google Workspace access, and finance and administrative orientations for new team members and interns.

As a part-time role, this position will provide consistent capacity for Wedu's ongoing finance and administrative needs while developing the systems knowledge required to provide continuity of core finance operations during periods of staff leave.

Role Summary

Title	Finance & Admin Associate
Salary	The starting salary for this position is USD 325 per month
Location	Fully remote. Candidates must be legally authorised to work from their country of residence within South or Southeast Asia, with some working-hour overlap with 9am–5pm Indochina Time.
Job Classification	Part-time, 20 hours per week
Reports to	Senior Coordinator, Finance & Admin
Collaborates with	Executive Director; local accountants; Treasurer; Finance & Admin team; wider Wedu team
Start Date	November 2026

Role Overview

The Finance & Admin Associate will support the smooth and timely delivery of Wedu's routine finance and administrative processes. The role will have a strong focus on **bookkeeping, accounting, payment processing, financial documentation and reporting**, while also providing administrative support to the wider team.

The Associate will be responsible for executing established processes in accordance with Wedu's Finance Policy, approval procedures and other relevant organisational policies. They will maintain accurate records, ensure supporting documentation is complete, and proactively flag discrepancies, risks or exceptions to the Senior Coordinator, Finance & Admin.

The role will also contribute to building organisational resilience by developing a strong understanding of Wedu's finance systems and processes, enabling core business-as-usual activities to continue smoothly during periods of staff leave.

1. Bookkeeping & Accounting (40%)

- Maintain accurate and up-to-date accounting records for Wedu Thailand in Xero, ensuring all transactions are recorded with appropriate supporting documentation.
- Record Cambodia transactions in the designated finance tracker and ensure supporting documents are properly linked and filed.
- Process and record routine expenses, invoices, reimbursements, donations, earned revenue and other financial transactions.
- Conduct regular bank and account reconciliations and follow up on discrepancies.
- Maintain accurate finance trackers and supporting schedules.
- Support the monthly bookkeeping close and ensure financial records are complete and up to date.
- Liaise with local accountants to provide information and supporting documentation required for monthly accounting and statutory processes.
- Support payroll and statutory payment processes in coordination with local accountants.
- Monitor bank balances and flag potential cash-flow or payment issues to the Senior Coordinator, Finance & Admin.
- Track and document donations and earned revenue, including monitoring relevant platforms such as GlobalGiving and Every.org.
- Ensure financial records and supporting documents are securely stored and maintained in accordance with Wedu's document retention requirements.

2. Payments & Finance Operations (25%)

- Coordinate routine payments in accordance with Wedu's Finance Policy, established payment procedures and required approval processes.
- Prepare and process payments through Wedu's respective banking and payment platforms once the required approvals and supporting documentation are in place.
- Support the 15th and 25th payment cycles by maintaining the payment plan, checking documentation and coordinating with relevant team members and Treasurer.
- Ensure contractual payment terms are monitored and invoices are paid on time.
- Follow up on outstanding payment documentation or approvals.
- Maintain accurate records of completed payments and ensure supporting documentation is filed appropriately.
- Coordinate with local accountants and relevant team members to ensure payments, payroll and statutory obligations are processed accurately and on time.
- Escalate payment exceptions, unusual transactions or matters outside established procedures to the Senior Coordinator, Finance & Admin.
- Develop sufficient familiarity with Wedu's payment platforms and procedures to independently manage routine payment processes during periods of staff leave.

3. Financial Reporting & Audit Support (15%)

- Prepare routine financial updates and reports for review by the Senior Coordinator, Finance & Admin.
- Assist with monthly, quarterly and annual financial reporting by compiling and checking financial data.
- Support the maintenance of budget trackers and expenditure reports.
- Support the Senior Coordinator, Finance & Admin with financial modelling by preparing, updating and validating financial data, assumptions and model inputs.
- Assist with the preparation of cash-flow updates and other financial information required by the Senior Coordinator, Finance & Admin, Executive Director or Board.
- Support the annual audit or independent examination process by preparing schedules, gathering supporting documents and responding to routine information requests.
- Maintain an organised audit trail and ensure financial documentation can be retrieved efficiently.
- Identify and flag unusual transactions, discrepancies or variances for review.
- Support the preparation of donor financial information and documentation as required.

4. Finance & Administrative Support (15%)

- Provide finance and administrative orientation to new staff, interns and consultants, including an introduction to relevant finance policies, payment procedures, expense claims and documentation requirements.

- Prepare and maintain finance and administrative onboarding checklists and materials.
- Set up Google Workspace accounts and relevant access for new staff and interns.
- Suspend, archive or otherwise update organisational accounts and access when staff, interns or consultants leave Wedu, in accordance with offboarding procedures.
- Maintain accurate records of organisational accounts, access and relevant administrative information.
- Support the Senior Coordinator, Finance & Admin with routine administrative tasks and organisational processes as required.
- Assist with maintaining relevant documents and records in Wedu's shared drive.
- Provide general administrative support to ensure smooth day-to-day organisational operations.

5. Organisational-Wide Support (5%)

- Participate in relevant team processes, including Global Team Weekly check-ins, All-Ins and other organisational meetings as needed.
- Contribute to knowledge management and ensure relevant finance and administrative materials are kept up to date.
- Support continuous improvement of finance and administrative processes, trackers and documentation.
- Maintain confidentiality and exercise appropriate care when handling financial, personnel and organisational information.
- Contribute to Wedu's shared leadership and collective care culture.
- Undertake other duties as reasonably required.

Scope of the Role

The Finance & Admin Associate will **execute and maintain established finance and administrative processes and support financial analysis and modelling**, while the Senior Coordinator, Finance & Admin retains responsibility for oversight, budgeting, financial modelling decisions, policy development and strategic financial decision-making.

The Associate will be expected to:

- Work independently on routine processes once trained.
- Follow Wedu's Finance Policy and established approval procedures.
- Ensure transactions are supported by appropriate documentation.
- Identify and escalate discrepancies, risks and exceptions promptly.
- Seek approval before proceeding with transactions or decisions outside established procedures.

- Maintain clear and accurate records to support transparency, accountability and continuity.

The role will **not** be expected to independently make decisions relating to financial policy, significant budget reallocations, exceptions to financial procedures, modelling assumptions or outputs, or strategic financial planning.

Selection Criteria

Essential Qualifications & Experience

- 1–2 years of relevant experience in finance, accounting, or administration.
- Practical experience in bookkeeping, account reconciliations, payment processing, and maintaining financial records.
- Proficiency in spreadsheets and financial/accounting systems, with strong numerical accuracy and attention to detail.
- Ability to maintain complete, accurate, and well-organised financial documentation.
- Reliable, organised, and accountable, with strong follow-through and the ability to meet deadlines.
- Ability to work independently and exercise sound judgement within established processes and controls.
- Ability to identify, investigate, and appropriately escalate discrepancies, risks, or issues.
- Clear and professional written and verbal communication.
- High level of integrity and ability to handle confidential information appropriately.

Desirable Qualifications & Experience

- Experience using Xero or a similar accounting software.
- Experience working with nonprofit or grant-funded organisations, including grant tracking or reporting.
- Basic experience with financial modelling, forecasting, or scenario analysis.

How to Apply

Please send your CV and a Letter of Intent to **talent@weduglobal.org** by 12 October, 2026, with the subject line **"Finance & Admin Associate — Application."**

Your Letter of Intent should be **a maximum of one page** and address:

1. Why you are interested in the role and why you believe you would be a strong fit.
2. How your previous experience aligns with the finance, accounting and administrative responsibilities of the role.

3. An example demonstrating your accuracy, reliability and ownership when managing financial or administrative responsibilities.

Shortlisted candidates will be invited for a one-hour interview.

Applications will be reviewed on a rolling basis, and the recruitment process may close once a suitable candidate is identified. Early applications are encouraged.

Wedu celebrates diversity and is committed to inclusive leadership. We welcome applications from people of all genders, and strongly encourage applications from women, gender-diverse people and individuals from underrepresented communities across South and Southeast Asia.