

Position :	VICE PRESIDENT / DEPUTY VICE PRESIDENT Finance, Accounts & Investment Department
Age limit :	Not more than 48 years as on 30 November 2018
Academic / Professional Qualifications :	Bachelor's Degree and Qualified Chartered Accountant or Certified Public Accountant or equivalent
Experience & Aptitude :	<ul style="list-style-type: none">* 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.
Language :	Excellent command of spoken and written English.
Duties / Responsibilities :	<p>Head the Finance, Accounts, and Investment Department will be responsible for :</p> <ol style="list-style-type: none">1. Preparation of Financial Statements and Schedules for Quarterly and Annual Reports.2. Preparation and Control of Budget3. <ol style="list-style-type: none">a. Inward Treaty & Facultative Accounts processingb. Outward Treaty Accountsc. Credit Controld. Taxatione. General Accountsf. Internal Audit

- g. Information Technology
 - h. salary administration & Employee 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.

Salary Scale and
Other benefits

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

Salary and Allowances of expatriates are free of Income Tax.

Allowance and Benefits:

Medicare : Staff Members are insured under a limited health insurance scheme.

Provident Fund : 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.

Housing : Allowance of 5 pct. of basic salary.

Perquisites : Discretionary bonus, leave encashment, telephone charges, fuel reimbursement as per Corporation rules.

Additional Allowances and Benefits for internationally recruited officer

Dependency Allowance : For internationally recruited staff : \$ 450 per annum for dependent child - maximum 4 children.

Educational Grant : 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).

Housing : 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 .

Home Leave : Home leave travel costs are provided for staff members, spouse and dependant children once every two years.

Motor Vehicle : 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).

Installation Grant : 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.

Term of Office : 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.

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