

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand. For our office in Bangkok we are currently looking for a Junior Accountant.

### **Junior Accountant**

#### **Responsibilities:**

The Junior Accountant is responsible for: project accounting; administration of projects' creditors and debtors accounts; monitoring income, expenditure and monthly bank reconciliation; funds transfer and check payment to creditors for the project in Thailand. All of these tasks are according to GIZ's established rules and regulations.

#### **Qualifications:**

- Bachelor' s Degree in Accounting or other relevant fields
- Minimum of 3-year experience in accounting and administrative services or other related fields in an international organization
- Proficiency in English language. German language is a plus.
- Excellent computer skills (Microsoft Office, email, internet).

This will be a fixed-term contract, starting as soon as possible and running until December 2019 (with high possibility of extension).

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). Only shortlisted candidates will be contacted.

GIZ Office Bangkok  
Mrs. Chattayada Pattaragulwanit  
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110