

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.

Cashier

For our GIZ Office Thailand we are currently looking for Cashier with the following tasks and responsibilities.

A. Responsibilities

The Cashier is responsible for

- Ensuring that financial administration functions well in accordance with GIZ standard procedures.
- Implementing and controlling a centralized accounting system to ensure that accounts are effectively managed.

Within this context, the Cashier fulfils the following tasks:

B. Tasks

1. Financial Management

The Cashier

- prepares payments for all GIZ bank operations (cheques and transfers).
- monitors expenditure of all bank accounts.
- prepares vouchers/ invoices incl. transfer slips and/or other bank documents for later bookkeeping.
- adheres to prevalent Thai tax law, prepares net payment to suppliers, and monthly payments to Revenue Department.

2. Other duties/additional tasks

The Cashier

- reports all problems with financial administration and compliance without delay.
- is responsible for filing in accordance with GIZ rules.
- recommends changes that will improve the financial performance and financial control.
- performs other duties and tasks at the request of management.

We are looking for a candidate who preferably possesses (the equivalent of):

- Thai nationality only
- Bachelor's Degree in Accounting or other relevant fields
- Minimum of 3-year experience in accounting and administrative services or other related
- Proficiency in English language.

- Excellent computer skills (Microsoft Office, email, internet).

This will be a fixed-term contract, starting as soon as possible and running until **December 2024** (with high possibility of extension).

Duty station and timeframe:

The position will be based at GIZ Office in Bangkok.

Please carefully read this announcement and **submit your application (including CV and cover letter in English to aroonratt.soontonbura@giz.de**.

The deadline for applications is 8 September 2023. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>