

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.

Finance Specialist

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

A. Responsibilities

The Finance Specialist is responsible for

- Checking Invoice ensuring that before payment made the invoice must be correct in accordance with GIZ standard procedures.
- Perform Internal Control of project to ensure that project finance is effectively managed in line within GIZ's rules and regulations.

Within this context, the Finance Specialist fulfils the following tasks:

B. Tasks

1. Finance tasks:

- Is responsible for checking the invoices submitted by project for Arithmetically correct and allocation of cost category for invoices for project under G2G.
- Follow up and Settle receivables account for those projects.

2. Internal Controller:

Carries out internal control in accordance with GIZ's Processes and Rules (PuR).

Qualifications:

- Thai nationality.
- 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.
- 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 aronratt.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>