

Deutsche Gesellschaft für Internationale Zusammenarbeit (**GIZ**) GmbH is a public enterprise owned by the German Federal Government. German development cooperation in Thailand has been operating through GIZ since 1956 when Germany and Thailand signed the Agreement on Development Economic Cooperation. With time, GIZ activity have evolved towards technical cooperation in particular in the fields of climate and economic transformation.

In financial and commercial tasks, all programs in Thailand and Malaysia are supported by the Service Unit for Finances and Administration. The Service Unit thrives to offer professional financial services following GIZ's rules and regulations as well as General accepted financial and accounting principles. Staff of the Service Unit works closely with the project teams, with staff at the GIZ country office as well as with relevant departments at GIZ Headquarters in Germany.

The Service Unit is seeking to recruit the following position:

Finance and Administration Officer

Responsibilities

The incumbent will be supporting the projects in administrative tasks regarding invoice checking and advance settlements. The candidate will ensure that the support is provided according to GIZ rules and regulations and according to the General accepted financial and accounting principles.

Within this context, the Finance and Administration Officer fulfils the following tasks:

- Review of completeness and correctness of all invoices received from service providers and suppliers
- Invoice check according to the contracts or purchase orders
- Invoice check regarding the correct GIZ accounting codes and project allocation
- Preparation of contract settlement/ monitoring documentation
- Quality check of advance settlements received from the projects
- Administrative support of the Service Unit
- Other duties and tasks at the request of management

Qualifications:

- Thai nationality only
- Bachelor's degree in business administration, financial management, accounting or other relevant fields
- Minimum of 3-year experience in accounting and administrative services or other related fields in an international organization.
- Good command of spoken and written English
- Capable and willing to work with multiple project colleagues
- Excellent computer skills (Microsoft Office, email, internet)

This will be a fixed-term contract, starting as soon as possible and running until **December 2025** (with 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 29 March 2024. 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>