

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 an Accountant.

Accounting Specialist

The Accountant is responsible for:

- Carrying out accounting tasks using the GIZ WINPACCS accounting software and preparing monthly end-of-period (EOP) accounts and bank reconciliation sheets
- Submitting monthly reports (cost & Income and unsettled item reports) to relevant projects
- Monitoring real accounts (payables, receivables) and reporting regularly to the officer responsible.
- Filing, scanning and uploading documents to the cloud
- Effectively coordinating with the staff of the finance team in the GIZ Country Office and the GIZ Head Office in Germany.
- Providing requested documents to external auditors
- Providing inventory receipts of the projects' assets.
- Performing other duties and tasks at the request of management.

Required qualifications, competencies, and experience:

- Bachelor's degree in accounting professional qualification as Certified Public Accountant (CPA) or similar is an advantage
- Minimum of 3-year experience in accounting and administrative services in an international organization
- Good knowledge of taxation (VAT and WHT)
- Proficiency in English language and good communication skills in both Thai and English
- Proficiency in MS Office, especially Excel. Knowledge of SAP and/or WINPACCS Accounting would be an advantage
- Personal abilities: analytical, independent, result-oriented, good self-organization, ability to work under stress, intercultural competence
- Willingness to learn and adapt to new IT applications (introduction of S4 HANA in 2025)
- Thai nationality only

Duty station and timeframe:

The position will be based at to the GIZ's Office in Bangkok.

This will be a fixed-term contract, starting as soon as possible and running until December 2025 (with high possibility of extension).

Please carefully read this announcement and **submit a CV AND a cover letter in English** to aroonratt.soontonbura@giz.de.

The **deadline for applications is 30 November 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 Thailand
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<https://www.giz.de/en/html/index.html>

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

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