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 activities have evolved towards technical cooperation in particular in the fields of climate and economic transformation.

The Country Office in Bangkok is seeking to recruit for the following position:

Financial Contract Management Specialist

Responsibilities
The incumbent will be supporting the projects mainly regarding invoice checking, travel management and advance settlements using the IT applications SAP S4 HANA and Concur. 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 Financial Contract Management Specialist fulfils the following tasks:

Invoice Review
- Review the completeness and correctness of all invoices received from service providers and suppliers
- Verify invoices against contracts and purchase orders
- Verify invoices against requirements of Thai tax regulations
- Check correct accounting codes and project allocation on invoices
- Ensure arithmetic correctness and proper authorization
- Ensure submission of original invoices prior to payment processing, if applicable
- Input required information into the designated SAP S4 HANA application
- Ensure compliance in all transactions and initiate reporting with line manager and HQ if needed

Data Management
- Request business data entries in SAP from GIZ-Country Office Indonesia and monitor completeness and correctness

Travel & Cash Advance Management
- Review and approve travel cash advances and advances for business expenses in Concur
- Review of travel expense claims and business expense reports in Concur
- Conduct quality checks of advance settlements received from projects

Advisory & Operational Support
- Advise suppliers and consultants on payment terms, conditions, and applicable GIZ regulations
- Support of cashier and accountant if needed
- Support in the preparation of Thai tax documentation
- Perform other duties as assigned by management

Qualifications:

- Have full right to work in Thailand without restrictions.
- 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.
- Knowledge in Thai tax regulations
- Very good command of spoken and written English
- Capable and willing to work with multiple project colleagues
- Willingness to learn and adapt to new IT applications (S4 releases in 2026/2027)
- Excellent computer skills (Microsoft Office, email, internet)

This will be a fixed-term contract, starting as soon as possible and running until **December 2027** (with possibility of extension).

Duty station and timeframe:
The position will be based at GIZ Office in Bangkok. The position can be filled as a Junior position depending on the qualifications and experiences of the candidate.

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 **16 September 2026**. Only shortlisted candidates will be contacted.

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

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

https://www.youtube.com/channel/UCeyVDmQlGbPvlI5Ccob91JQ

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