Administrative Assistant provides secretarial and/or administrative support to Finance and Administration Department and as a whole to the operation of ICRC Pattani Sub-Delegation.

The position is also accountable for 50% of Cashier role who is accountable for the physical processing of cash transactions and the integrity of physical cash balances in a (sub)-delegation, strictly respecting and applying the ICRC’s rule on financial management.

The position holder will have the following responsibilities:

**Standard Job Functions:**
- Handles the delegation’s cash disbursement and payments. Including salaries and working advances
- Prepares invoices for payment (by cash, cheque or bank transfer)
- Carries out daily cash count and reconciliation
- Participates in cash-flow management, ensuring sufficient liquidity
- Handles cash replenishment from the bank
- Files and reports on relevant documents
- Ensures respects for financial procedure and guidelines and explain them to “clients”

**Other duties:**
- Handles and supervises cash for Sub-Delegation
- Provide document with completed and justified accounting documents and including daily cash control excel sheet, signed invoices, adequate supporting document and original receipt duly approved and signed on green stickers and all necessary document on daily basis
- Settles all payments (not only cash transactions but as well bank instructions including money transfer within the country, outward remittance, conversion of another currency to THB)
- Permanently update the welcome database with all necessary information
- Coordinate with BAN Welcome when needed in handling correspondence with the headquarters and other delegations
- Coordinate with BAN Welcome when needed to handles travel-related correspondence with expatriate and their family.
- Establishes the delegation’s official welcome file in team space and distributes it to visitors and new delegates
- Coordinate with BAN Welcome when needed to support in handling all formalities related to the establishment/extension of residence visas, permits, licenses etc. for expatriates and their families based in Thailand
- When necessary, escalates ICT issues to other ICT teams and does follow-ups
- Channels non-standard software requests to BAN ICT Department
- When relevant, takes care of weekly exchanges of the NAS backup
- Manage of ICT “consumables”, provision and replacement: order through normal approval chain.
- Handles obsolete equipment disposal together with site management
- In coordination with BAN ICT department ensures that Field IS inventory is up to date
- When applicable is a focal point for local service providers (ISP, GSM, HP, Microsoft, etc.)
- To contribute mobile phone allocation for all colleagues (IS equipment)
- To check and manage invoices of mobile phone bills
- Control of mobile phone and mobile phone number’s inventory
- Cooperate with ICT and update mobile number of ICRC colleagues and family members for ICRC SMS alert
Your education and experience:
- Bachelor Degree
- 2 years’ experience in a similar function
- Very good command of written and spoken English
- Very good computer skills
- Excellent organisational and methodical skills.
- Good communication skills

We offer:
- Dynamic and challenging work environment in the humanitarian and international context
- A competitive salary with benefits

**Preferred starting date:** November 2018

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: ban_recruitment_services@icrc.org (specify position name at your email title) Attn: Human Resources Department

**Deadline for applications:** 7 November 2018

Kindly note that only short-listed candidates will be invited for the interview