THE INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflicts and other situations of violence and to provide them with assistance. It directs and coordinates the international relief activities conducted by the International Red Cross and Red Crescent Movement in situations of conflict. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC Regional Delegation in Bangkok is looking for a:

**Accountant, based in Bangkok**

ICRC is a humanitarian organization, which works to protect and assist victims of armed conflicts. The position within the institution requires to convey/carry a certain image of the ICRC. ICRC expects its employees to behave in an appropriate manner at all times and in all places. All members of staff should ensure their attitudes correspond to ICRC principles both during and after working hours.

The employee may be asked to perform duties and task not covered in this job description as well as to provide support to other departments when necessary

**Job Descriptions:**
- Handles bookkeeping of medium delegation
- Processes financial data on computer and provides end of month closing and reports mainly independently
- Takes part in cash flow management under supervision
- Ensures respect of financial procedures and guidelines
- Check invoices and daily cash control received from cashier for its accuracy and completion on daily basis
- Handle bookkeeping through standard accounting software of ICRC (for the Bangkok delegation) for assigned books
- Have skills and knowledge for double entries system
- Assist the other accountant to response accounting comment received from internal auditor
- Provide strong supports to the department (the other accountants) for the end of month closing
- Actively assisting finance department during annual budget exercise with high priority as per instructions of Accounting Manager
- Have analytical skills and thus able to analyse financial situation (on implementation of various programmes of ICRC)
- Able to Back up cashier whenever she is absence (including deposit cheques or cash in various banks as required to settle payments)
- Back up the other two accounts whenever he/she is absent
- Able to handle statistical data for finance department
- At ease with Microsoft Excel and Microsoft Word
- In-charge of other tasks as required by direct supervisor (Accounting Manager) or institution (ICRC)

**Qualifications and Skills:**
- Accounting diploma or equivalent
- 2 years' work experience in a similar field
- Good command of English
- Good computer skills
- Rigorous and trustful person
- Analytical skills
What we offer

- Dynamic and challenging work environment in the humanitarian international set-up
- Attractive package depending on qualifications

Interested Thai citizens should submit their complete:
1) résumé  2) scanned transcript  3) application letter by e-mail to:

ban_recruitment_services@icrc.org
Attn: Human Resources Department

The closing date for the post will be: **30 November 2018**
(Please refer to the source of vacancy announcement e.g. website, newspaper, etc… in the application letter)

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