Vacancy Notice

We are looking for

Finance and Accounting Manager
Based in Bangkok

The ICRC regional delegation in Bangkok provides assistance to victims of violence and works with authorities in order to improve the conditions in detention facilities. It is covering operations in Thailand, Cambodia, Laos and Vietnam. It also endeavours to promote and to strengthen humanitarian law and universal humanitarian principles.

Accounting Manager oversees the accounting data produced and/or validated by the sector or department under responsibility, in compliance with internal procedures. She/he acts as a team leader of accounting and finance department in Bangkok.

Your main responsibilities:

▪ Monitors the annual and monthly closings under responsibility of Regional administration and finance manager at department level, both in terms of meeting deadlines and ensuring quality of accounting data, with some guidance
▪ Performs, regular integrity checks of account balances. Identifies anomalies early and takes relevant corrective measures
▪ Ensures maintenance of sound accounting documentation to meet external and internal audit requirements.
▪ Prepares the financial statements for ICRC-controlled funds

Your education and experience:

▪ Bachelor’s degree or equivalent, plus advanced specialization in accounting
▪ Fluent command of English
▪ Good computer skills (e.g. Microsoft Office)
▪ Experience in a non-governmental or non-profit organization an asset

Competencies requirements:

▪ At least 6 years’ work experience in a similar field of activity in a large company, using an integrated accounting system
▪ Experience in a non-governmental or non-profit organization is an advantage
▪ Experience in team management
▪ Experience in designing and maintaining an internal control system
▪ Knowledge of internal control systems and best practices in financial accounting and asset
▪ Sound knowledge of an integrated enterprise resource planning (ERP) financial system

We offer:

▪ Dynamic and challenging work environment in the humanitarian and international environment
▪ A competitive salary with benefits with initial one-year of employment contract

Starting date: ASAP

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: 30 November 2019

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