



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 conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit [www.icrc.org](http://www.icrc.org) for more information.

## Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

### Accountant, based in Bangkok

We are looking for a team player with a can-do attitude to join our team.

Accountant oversees preparing, reconciling and analyzing the accounting records and financial reports of the delegation/other structure under his/her responsibility.

#### ACCOUNTABILITIES AND RESPONSIBILITIES:

- Handle bookkeeping of medium delegation.
- Manage the processing of financial data within the accounting application and oversee month-end closing procedures and reporting with minimal supervision.
- Ensure respect of ICRC financial procedures and guidelines
- Perform daily review of invoice for its accuracy, completeness, validity, justification and approval according to ICRC financial procedures and guidelines.
- Handle bookkeeping (on daily basis) for bank or/and cash books
- Handle bookkeeping (on daily basis) for assigned book
- Initiate all bank payment instructions via the online banking portal, ensuring data accuracy matches approved physical documentation.
- Prepare and distribute remittance advice to suppliers or/and beneficiaries ensuring that all corresponding official receipts are collected and filed upon payment.
- Provide strong support to finance department for the monthly accounting close.
- Review all vouchers to ensure complete documentation and required signatures and prepare all necessary records for the monthly accounting close and ensure the accounting documents are uploaded in the ICRC application
- Prepare and distribute all relevant reports to the respective departments or/and staff members.
- Assist the other accountant or/and senior accountant to response accounting comment received from internal/external auditor.
- Support on cashflow management of delegation.
- Maintains contacts with Standard Chartered bank (Thai) PCL. under supervision of Accounting Manager or/and Regional Finance and Administration Manager.
- Has skill and knowledge for double entries system.
- Back up the other accountant or/and senior accountant whenever he/she is absent.
- Actively assisting finance department during annual budget exercise or/and other financial exercises with high priority as per instruction of Accounting Manager or/and Regional Finance and Administration Manager.
- Able to handle statistical data for finance department.
- In-charge of other tasks as required by direct supervisor (Accounting Manager or/and Regional Finance and Administration Manager) or institution (ICRC).

#### YOUR PROFILE:

- Bachelor's degree in accounting or equivalent
- 3-5 years' work experience in a similar field
- Experience of international organizations an asset
- Sound knowledge of accounting software
- Fluent command of English or French
- Computer proficiency and advanced proficiency in Excel (including VBA/Macro) are highly advantageous.

#### WE OFFER:

- Dynamic and challenging work in the humanitarian sector and international environment
- Competitive salary with benefits, good working conditions and in-house training/development
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **05 May 2026**

Submission deadline for applications: 17 April 2026

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates, regardless of background, race, religion, gender, age, disability, or status.

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: POSITION – First Name Surname by email only to:

[ban\\_recruitment\\_services@icrc.org](mailto:ban_recruitment_services@icrc.org)

*Kindly note that only short-listed candidates will be invited for the interview  
and the ICRC will not keep the files of applicants who were not shortlisted*