



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 spirited with a team player and can-do attitude to join our dynamic team.

Accountant 2 is in charge of preparing, reconciling and analyzing the accounting records and financial reports of the delegation/other structure under his/her responsibility.

#### **ACCOUNTABILITIES AND RESPONSIBILITIES:**

- Handles bookkeeping of medium delegation
- Processes financial data on computer and provides end of month closing and reports mainly independently
- Ensures respect of financial procedures and guidelines
- Handle bookkeeping through IRIS accounting application of Bangkok Regional delegation (on daily basis) for bank books (THB)
- Handle bookkeeping through IRIS accounting application of Bangkok Regional delegation (on daily basis) for assigned book
- Has skill and knowledge for double entries system
- Assist the other two accountants to response accounting comment received from internal auditor
- Provide strong supports to the department (the other two accountants) for the end of month closing
- Actively assisting finance department during annual budget exercise with high priority as per instruction of Accounting Manager
- Back up the other two accountants whenever he/she is absent
- In-charge of other tasks as required by direct supervisor (Accounting Manager) or institution (ICRC)

#### **YOUR PROFILE:**

- Bachelor's degree in accounting or equivalent
- At least 3 years' work experience in a similar field
- Has skill and knowledge for double entries system
- Experience of international organizations is an asset
- Sound knowledge of accounting software
- Fluent command of English or French
- Microsoft excel proficiency
- Computer proficiency

#### **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: **ASAP**

Submission deadline for applications: **28 November 2024**

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*