

### Post Description

1. Title of Position : **Senior Accountant**
2. Category and Grade : “General Service” category, GS6
3. Term of Appointment : Three years, renewable
4. Duties and Responsibilities: Under the supervision of the Administration Director, the Senior Accountant shall perform the following tasks:
  - 4.1) Checks and maintains the accuracy and up-to-dateness of the Centre’s funds available for expenditures;
  - 4.2) Process payroll by initiating computer processing and making payment into staff’s accounts following the Centre’s process;
  - 4.3) Checks and verifies payments, salaries, living allowances, provident funds, overtimes, per diems, incidental and other expenses of the Centre and staff, and resolve discrepancies;
  - 4.4) Checks and verifies obligated voucher, cash voucher, journal voucher and petty cash together with supporting documents;
  - 4.5) Checks and verifies bank reconciliation reports;
  - 4.6) Collates financial data, collects and files financial documents;
  - 4.7) Prepares necessary vouchers, trial balance, and financial reports;
  - 4.8) Prepares necessary documents in support of and coordinate with external auditor in conducting financial audits;
  - 4.9) Assists in the preparation of budgets;
  - 4.10) Performs other duties assigned by the Administration Director.
5. Qualifications and Experiences:
  - a) Must be a Thai national.
  - b) A Bachelor’s degree in accounting is required.
  - c) Minimum five years working experience in general accounting in an international development organization, a non-profit organization or a service firm, with at least two years working in an audit firm is preferred.

- d) Direct experience working with a newly established entity to set up an accounting system will receive special consideration.
- e) Hands-on experience with accounting software packages.
- f) Thorough knowledge of basic accounting procedures and experience with general ledger functions and the month-end/year-end close process.
- g) Advanced MS Excel skills including Vlookups and pivot tables.
- h) High accuracy and attention to detail with aptitude for numbers and quantitative skills.
- i) Good command of both oral and written English.
- j) Ability to function well in a team-oriented environment.