

## Temporary Accountant

**Job:** Heinrich Böll Stiftung Southeast Asia Regional Office (hbs) in Bangkok (Thonglor) is looking for a temporary accountant to join the team in the beginning of January for about 3 months, with the possibility of extension.

Deadline to apply: **December 15<sup>th</sup> 2023**

The Heinrich Böll Stiftung (hbs) is the German Green Foundation, which is part of the Green movement and conducts and supports civic educational and awareness building activities worldwide. Our main tenets are ecology and sustainability, participation and social justice. The Office in Bangkok is the Southeast Asia Regional Office, which serves as a platform for exchange and advocacy. <https://th.boell.org/en>

## Terms of References

- Prepare payment processes for partner installments and office matters to authorized signature
- Reviewing and filing financial documents and financial reports from project partner
- Scanning documents
- Filing hard documents and electronic documents via document management system (DMS)
- Preparation and handling of Withholding tax issues, bank reconciliations, petty cash and bank transfers including transaction at bank and Revenue Department
- Responsible for financial document storage together with Finance and Administrative Officer (Administration)
- Assist Financial Coordinator on financial reporting due to the requirements of internal and external auditing, as well as the guidelines of the German Federal Ministry for Development Cooperation (BMZ)
- Perform other duties as assigned by the Finance and Administrative Coordinator or Director

## Requirements

- Good English skills
- Team spirit
- Understanding of the values of hbs

- Intercultural competence and openness to work with a diverse team
- Experience in accounting in the non-profit sector
- Bachelor's degree in accounting or finance
- At least 3-5 years of experience in accounting or financial
- Basic computer skills including Word and Excel in English version. Knowledge and experience of Accounting Software
- Flexibility to adapt to change and work under pressure

Please share your application by **December 15<sup>th</sup> 2023**. The application should consist of a **letter of motivation and a CV**, both as **one pdf document** named: "Accountant\_FIRSTNAME\_LASTNAME". Send the application to: [info@th.boell.org](mailto:info@th.boell.org)