



World Vegetable Center

Position Announcement
Accounting Assistant
Bangkok, Thailand

World Vegetable Center (WorldVeg) is a non-profit, autonomous international agricultural research center with headquarters in Taiwan and five regional offices around the globe. WorldVeg conducts research and development programs that contribute to realizing the potential of vegetables for healthier lives and more resilient livelihoods. For more information, please visit our website: worldveg.org.

PRIMARY RESPONSIBILITIES

Financial Reconciliation and Reporting

- Assist in preparing and checking the monthly/quarterly/yearly financial reports for all projects in the WorldVeg office as per donors and headquarter requirements, ensuring it is complete, accurate and produced on time to ensure adequate review and submission to the supervisor.
- Coordinate with the team and Project Manager to gather and compile required financial data.
- Collaborate with the team to help with project management and prepare for reports/audits and assists in internal and external audits
- Keep financial records up-to-date with the latest transactions and changes
- Prepare and check the receipts for financial statements and expense summaries. a
- Provide the report of operation expenses on a quarterly basis
- Maintain financial records under the supervision of Regional administration and finance officer

Qualifications:

- Bachelor's degree in accounting /finance or related fields
- Have a minimum of 1 year experience as Budgeting / Finance / Accounting officer
- Good knowledge of preparing financial statements and any financial report in accordance with the selected Accounting Framework
- Good command in English (spoken and written)
- Strong computer skills with proficiency in Microsoft Excel

How to Apply:

Applicants should submit in English:

- A curriculum vitae
- A copy of the highest academic certificate
- Names and addresses (including telephone/e-mail) of three referees
- Date of availability and salary expectations

Applications should be submitted as a single Pdf file by email to kanokwan.rattanamung@worldveg.org indicating "Application -Accounting Assistant" in the subject line. The application deadline is **January 2, 2025**. Only shortlisted candidates will be contacted for in-person interviews. The vacancy will remain open until it is filled.