



Finance Officer at the Royal Danish Embassy in Bangkok

Position:	Finance Officer
Type of employment:	Full-time. Employed according to regulations for local staff at the Royal Danish Embassy in Bangkok, Thailand
Starting date:	As soon as possible
Location:	Royal Danish Embassy in Bangkok, Thailand
Deadline for application:	Wednesday 14 May 2025 at 12pm (ICT)

Join Our Team at the Embassy of Denmark in Thailand

The Royal Danish Embassy in Bangkok is looking for a Finance Officer with extensive accounting experience and meticulous attention to detail. Experience with accounting and finance from a diplomatic mission/international organization will be an advantage. This is a possibility to join the Embassy and work with great colleagues in a multicultural environment

Job description

You will be part of the Administration Team at the embassy, which covers a wide range of tasks within management of buildings, equipment and contracts as well as budgetary tasks related to overall accounting and budget planning, incl. payment transactions, invoices, oversight and quality control.

Tasks and responsibilities:

- Posting of expenses in finance system.
- Checking and settling outlay accounts monthly
- Preparation of monthly staff payroll.
- Processing and issuance of invoices.
- Monthly reconciliation of all transactions and accounts.
- Assistance in the preparation of budgets.
- Administration of TAX refunds.
- Coordination with banks and monitoring of all bank deposits and payments.
- Management, monitoring and quality control of transactions, records and receipts.
- Quality assurance and control of expenditures and budget procedures.
- Supervision of and assistance to all embassy staff in financial matters.
- Different administrative tasks & back up for other members of the administrative team.

Required qualifications

- A positive and proactive attitude, service minded, social skills and high self-motivation.
- Excellent communication skills in English and Thai, both written and oral.
- Relevant background and experience in Finance and Accounting.
- Thoroughness and attention to detail.
- Experience/good understanding of working within a multicultural environment.
- Strong IT skills, particularly Excel, Outlook, Word, and databases.



We offer

- A position in an international, dynamic environment where we place great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy.
- Favourable employment conditions, healthcare coverage according to staff rules, pension scheme according to the corporate rules of the Danish Ministry of Foreign Affairs.
- Standard working hours of 37 hours per week including lunch.
- 23 days of leave per year as well as public holiday's equivalent to the number of Danish holidays any given year.
- The opportunity to further develop your competences in an international setting.
- Being part of a team with helpful and positive colleagues in a busy and large Embassy.

Application and recruitment process

To apply for the position, please send your application to bkkambhr@um.dk with the following documents:

- Cover letter/motivational letter; your motivation for applying for the position and how you see yourself adding value to both the position and the Embassy as a workplace.
- CV in English.
- Documentation for relevant education and recommendations.
- Please make sure to merge all the above documents into one PDF file.

Please mark your application: "Application: Finance Officer" in the subject line and Deadline is Wednesday 14 May 2025 at 12pm (ICT). Applications received after the deadline will not be taken into consideration.

Due to personal data regulations (GDPR), applicants can choose to send the application via e-Boks (read "how to" here: <http://thailand.um.dk/da/om-os/Kontakt/send-digital-post/>) or as a regular letter.

Selected candidates will be invited for an interview soon after deadline. Final candidates will have to pass security clearance by the Danish authorities. Expected starting date is flexible depending on availability and security clearance.

The Embassy emphasises equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability.

Questions

For any questions regarding the position, please contact Consul, Head of Administration and Consular Affairs, Charlotte Duelund Zichau on e-mail: bkkambhr@um.dk.

About us

The Royal Danish Embassy in Bangkok is part of the Danish Foreign Service. You can read more about the Danish Embassy in Bangkok at <https://thailand.um.dk/>