

RECRUITMENT

Job Opportunities at SGS

School of Global Studies (SGS) is the international faculty in Thammasat University, Rangsit Campus. We communicate mainly in English. We are now recruiting a finance and accounting officer to provide financial and administrative support to the school and research project.

A Finance Officer job description generally includes:

- Assisting in the preparation of budgets
- Managing records and receipts
- Processing invoices
- Handling financial transactions at the bank
- Being a key point of contact for other section on financial and accounting matters
- Supporting the Finance Manager and executives with projects and tasks when required
- Supporting financial section and research projects as assigned

Staff Member: **Finance and Accounting Officer**

Number: 1

Qualifications

1. Must have Finance/Accounting Experiences.
2. Must have Bachelor Degree in Finance/Accounting or related fields.
3. Good command of English both written and spoken.
4. Computer literate.
5. Ability to work in a team and in a multi-national environment.

Benefits

1. Basic salary 20,000-25,000 Baht per month, depending on experience, plus English proficiency incentive.
2. Fringe benefits, such as health insurance, social security, holidays and other travel and study supports.

Application Documents

1. Resume in English.
2. Recent 2 inches photo.
3. A copy of Identification card.
4. A copy of completed transcript.

Interested candidates, please send all documents to:

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