



TETRA TECH

A US environmental consulting firm invites qualified candidates to apply for the position of:

JUNIOR FINANCE ASSISTANT

for a USAID project, based at its office in Bangkok

The Junior Finance Assistant shall have the following duties and responsibilities:

- Provides support for the processing of accounts payable and vouchers.
- Provides support to the accounting and financial reporting systems.
- Prepares financial reports as requested by the Financial Manager and the Finance Assistant.
- Maintains the financial filing system and files financial documents as required.
- Prepares and formats original receipts for submission of weekly expense reports to the US head office.
- Enters financial data into accounting system.
- Performs other financial duties as may be assigned by the Financial Manager and the Finance Assistant.

Qualifications and Profile:

- Diploma in finance, accounting or other related field.
- 1 year of financial and accounting experience.
- Basic understanding of finance, accounting and taxation.
- Command of written and spoken English.
- Computer skills especially in excel spreadsheets and other financial accounting software.
- Excellent presentation; interpersonal skills; must have self-confidence; willing to work hard; a good sense of humor but serious about the quality and excellence of work.
- Thai citizenship.

Tetra Tech offers competitive salary and fringe benefits packages.

Please send your CV with your application letter indicating current salary level not later than 28 January 2007 to:

Tetra Tech EM Inc.
Chartered Square Building 18th floor unit 1802,
152 North Sathon Rd. Bangrak, Bangkok 10500
Or email: saruta@iotws.org

Only short listed candidates will be notified.
