

RIS Swiss Section – Deutschsprachige Schule Bangkok is recognised by Switzerland and Germany as a government-approved school abroad, with students and teachers from different nationalities. The teaching program covers the entire range from pre-kindergarten to the bilingual Swiss Matura, with around 300 students and 45 teachers.

Open from this date; we are looking for the following position:

## Accounting Assistant

Tasks:

- Preparing account entries
- Maintenance of account ledgers
- Assisting with accounts receivable and accounts payable
- Assisting with quarterly and year-end closings
- Billing and collecting payments
- Handling of expense reports
- Administration of payments to creditors and suppliers
- preparing withholding tax documents
- Cashier
- Record fixed asset
- Bank reconciliation

Requirements:

- Thai national
- Bachelor's or Master's Degree in Finance/Accounting or equivalent
- Experience in accounting closure and knowledge of taxation
- Good oral and written command of English
- Good IT skills (MS365, TEAMS)
- Knowledge of accounting software (Sage ERP Accpac) and MS Access would be an advantage
- Willingness to quickly familiarise oneself with school topics and school-specific software
- Independence, flexibility, and commitment (partly even outside of normal working hours)

We offer an exciting international working environment in a motivated administration team with a competitive salary.

For more information, please visit our website at [www.ris-swiss-section.org](http://www.ris-swiss-section.org). Your CV with cover letter, photo, diplomas, work certificates and references should be sent to [applications@ris-swiss-section.org](mailto:applications@ris-swiss-section.org) by **28 February 2023** by email. For further information, please contact the Head of Administration, Mrs Patrizia Aydin, by email ([p.aydin@ris-swiss-section.org](mailto:p.aydin@ris-swiss-section.org)).

AFFILIATED WITH RIS 

6/1 Ramkhamhaeng 184 Road, Minburi, Bangkok 10510, Thailand, Tel: +66 (0) 2026 6648 Fax: +66 (0) 2518 0341  
Email: [admin@ris-swiss-section.org](mailto:admin@ris-swiss-section.org) - Website: [www.ris-swiss-section.org](http://www.ris-swiss-section.org)