



ITALIAN TRADE AGENCY  
Bangkok Office

## JOB ANNOUNCEMENT

THE ITALIAN TRADE AGENCY, BANGKOK OFFICE has a job vacancy as follow:

### 1) ACCOUNTANT

#### The employer: The Italian Trade Agency in Bangkok

**Italian Trade Agency (ICE-ITA)** is the government agency with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Foreign Affairs and International Cooperation. ITA provides information, support and advice to Italian and foreign companies as Trade and Promotion Section of the Italian Embassy in Thailand.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/en/index.php/markets/thailand>

The Italian Trade Agency is currently seeking qualified candidate for the following position.

#### Job Position: Accountant

(permanent contract, with 3 month's probation period)

*The candidate will be required to perform the following duties:*

- ❖ Assisting with annual budget and forecast exercises as required;
- ❖ Experienced in Tenders, their rules and procedures based on Thailand and Italian Directives on Public Procurement
- ❖ Budgeting, together with the Trade Analyst, the promotional initiatives (exhibitions, fairs, seminars, workshops, etc ...);
- ❖ Management of the supplier register;
- ❖ Dealing with supplier's payment queries in a professional manner by order of priority, both on the telephone and e-mail;
- ❖ Assisting with "Amministrazione trasparente", uploading documents in the Amministrazione Trasparente system provided by ANAC (Italian National Anti-Corruption Authority);
- ❖ Inputting list of promotional initiatives via the specific software provided by ITA Rome;
- ❖ Monitoring budgets for multiple promotional activities, including updating estimated costs and final payments to various providers, drafting purchase orders;
- ❖ Managing Thailand and international payment runs, collating invoices to be paid, uploading to the banking system and filing all the documentations required from Italy once paid;
- ❖ Enter all monthly expenses in the Oracle Accounting Application using specific instructions provided by ITA Rome;
- ❖ Utilization of all dedicated ITA software for tracking and following the services and the initiatives (i.e. GED Electronic Protocol, CRM, Managing Service web for invoicing and similar);
- ❖ Compile the end of the month balance sheet reconciliations (Oracle Accounting Banking);
- ❖ Monitoring and invoicing services provided to Italian companies and send all information using a specific software to the Head Office in Rome;
- ❖ Maintaining historical records by filling documents;
- ❖ Developing technical knowledge regarding all procedures by reading all documentations provided by ITA Rome
- ❖ Performing other related ad-hoc duties to support team and management as required.

The candidate must meet the following requirements:

- ❖ Minimum of High School (preferable in accounting);
- ❖ Bachelor's degree preferably in Economics/ Business /Finance /Accounting/Banking or other equivalent degrees will be considered as a plus;
- ❖ Good command of spoken and written in English (TOEIC  $\geq$  700) and Thai mother tongue (or fluent).
- ❖ Italian language proficiency will be considered as a plus.
- ❖ Analytical, numerical and problem solving skills.
- ❖ Ability to understand, analyze and utilize data effectively.
- ❖ A detail-oriented person and teamwork player.
- ❖ Computer literacy – Specifically Excel and Word email correspondence;
- ❖ Good knowledge of ORACLE system will be a plus;
- ❖ Proficiency in Accounting, auditing, management accounting, tax accounting and cost accounting.
- ❖ A minimum 2 years' experience in accountant position – in the private or public sector will be considered as a plus;
- ❖ Experience in auditing, management accounting, tax accounting and cost accounting will be considered as a plus.
- ❖ Previous experience in Trade Promotion Organization (TPO) will be considered as a plus.
- ❖ Valid visa and tax residency in Thailand at the date of applications;
- ❖ Absence of any criminal sentences, as well as pending charges, both in Thailand and in the country of citizenship;
- ❖ Knowledge of Italian general accounting principles will be considered as a plus;
- ❖ Knowledge of tendering rules and procedures based on Thailand and Italian Directives on public procurement (Codice Appalti, Italian National Anti Corruption Authority system etc) will be considered as a plus;
- ❖ Experience of working in an international group will be considered as a plus;
- ❖ Immediate or short-term availability.

**Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.**

**To apply for this position:**

Interested candidates must submit the attached application letter and CV (specify current salary) only by email to: [bangkok@ice.it](mailto:bangkok@ice.it) not later than **March 14<sup>th</sup> 2022 at 17:00 (GMT+7) Time in Bangkok.**

**Selection process: will start on the last week of March 2022**

**First selection phase:**

1. English and Thai conversation related to the job description, professional experiences, and skills of the candidates;
2. Practical test: computer test to assess general knowledge of computer skills and candidate's abilities in using a dedicated accounting system by ITA (i.e. Oracle, etc.).
3. Speaking test: Italian language (proficiency in Italian language will be considerate as a plus)

At the end of the selection phase the candidates will be evaluated on a 1-10 scale<sup>1</sup> for each test and ranked based on the results (average of n.1 – n.2 – n.3 test mentioned above).

**Second selection phase:**

The top 6 successful candidates, ranked based on their test results, (Practical test and conversation) will be called for the second section phase (interview with the Commission), which shall consist of:

4. Italian and English conversation related to the job description, CV of the candidate, educational and professional and professional experiences, skills of the candidate, ITA activities and other economic and financial matters. Candidates must perform an oral translation, without the use of a dictionary, of a short text of the local language into Italian and / or English. (Proficiency in Italian language will be considerate as a plus)

The candidate will be evaluated on a 1-10 scale<sup>1</sup> for the test n. 4.

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- 1 On a 1-10 scale
  - 10 – exceptional, professional level
  - 09 – excellent, no distractions
  - 08 - very good, only a few minor problems
  - 07 – very good, with more minor or few major problems
  - 06 – good, noticeable problems but not distracting
  - 05 – average
  - 04 – below average, a few distracting problems
  - 03 – below average, with more than a few distracting problems
  - 02 – poor
  - 01 – very poor

**Final Ranking**

The final ranking will be based on the assessment average score of the two selection phases.

**Salary:**

Basic salary of Baht 51,750 (monthly base)

*The successful candidate will be required to provide original copies of the mandatory documents and of those mentioned on the self-declaration.*

In the event related to the worsening of the pandemic, if it is not possible to carry out the tests in person, the Office will apply different methods which will be communicated in advance of the deadline.

For additional information about this position, please contact the Italian Trade Agency – Bangkok Office at Trade Promotion Section - Embassy of Italy, 14th Floor, Buhajit Bldg., North Sathorn Rd., Silom, Bangrak, Bangkok 10500, email: bangkok@ice.it, Tel. 02.633-8491

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*The Italian Trade Agency (“ITA”) does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.*  
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Best regards,

Giuseppe Lamacchia  
Italian Trade Commissioner

Bangkok, 24.02.2022