

# WE ARE **HIRING!**



**JGSEE**



King Mongkut's  
University of  
Technology  
Thonburi

## PROJECT

Thai-German Cooperation on Energy, Mobility  
and Climate (TGC-EMC)

## OPEN POSITION

Financial Administrator 1 position

## CALL FOR INTEREST (Qualifications)

- Thai nationality only
- A bachelor's degree or higher in any Business Administration, Finance, Accounting, or other related fields
- 1 – 3 years of experience in disbursement, accounting, and coordination of research projects
- Proficient in MS office Programs.
- Positive attitude, proactive, and able to work under pressure to meet tight deadlines
- Good interpersonal skills with the ability to coordinate with various departments.
- Good English communication skills (listening, speaking, reading) and able to work in an international environment



## RESPONSIBILITIES

- Liaise and coordinate between funders, grantees, and other relevant parties under the assigned project.
- Gathering budget information from both funders and grantees.
- Process disbursements from funders.
- Coordinate and oversee the hiring of project researchers and employment contracts.
- Compile payroll information to prepare project compensation.
- Verify the accuracy of disbursement documents and processing expense claims.
- Track and record expenses by category to ensure they remain within the allocated budget.
- Record income and expenditure transactions and present reports to the project leader.
- Prepare various reports as required by the funding source (e.g., financial statements, equipment registers).
- Organize project-related activities and prepare summary reports.
- Other tasks assigned by the project lead.

**APPLY NOW**

Please carefully read the ad and submit a CV and a cover letter in English to

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