



# ASIAN-PACIFIC POSTAL UNION

## JOB VACANCY

### SENIOR ADMINISTRATIVE OFFICER

**The Asian-Pacific Postal Union** is an inter-governmental organization located at 111 Chaeng Whattana Rd, Tungsonghong, Laksi, Bangkok 10210 Thailand. The purpose of the APPU is to extend, facilitate and improve postal relations among 32 member countries and to promote cooperation in the field of postal services.

We are seeking a qualified Thai nationality for the **Senior Administrative Officer** position who will manage the financial transactions of the organization and some other administrative work. This position will act as the Bureau Accountant.

#### **Qualifications and Experience:**

##### *Education:*

- Bachelor's degree in accounting or related field, with practical experience in accounting.

##### *Core Functions / Responsibilities:*

- Assist in compiling the Bureau's budget;
- Provide periodic analyses of budgetary expenditure and incomes;
- Perform accounting functions for the Union and the related bodies;
- Produce APPU/ APPC expenditure report on a quarterly basis;
- Supervise and coordinate support staff in the performance of tasks;
- Maintain staff records as required;
- Liaise with government agencies regarding activities of the Union and related bodies.
- Assist in the preparation of Training Needs Assessment (TNA);
- Undertake general administrative and office duties;
- Prepare document for the staff salary, income tax and participants' subsistence allowance of APPC;
- Prepare budget and relevant document for meetings;
- Perform ad hoc activities and other duties assigned by the supervisors.

##### *Desired Experience & Skills:*

- Minimum 7 years of experience in the Accounting and administrative tasks;
- Experience in a multi-cultural work environment;
- Strong teamwork mindset and communications skills;
- Proven ability to handle record keeping and accounting reports;
- Understanding of local law and financial requirements related to an international organization and the ability to arrange and manage these requirements;
- Excellent command of written and spoken English;

All qualified applicants are required to submit a letter of application with a resume/ Curriculum Vitae to [admin@appu-bureau.org](mailto:admin@appu-bureau.org) by 20 July 2022. Only short-listed candidates will be contacted for tests and interviews.