



## PR/116609 | Senior Accountant and Admin

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1518455

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 11:31

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Working Day: Mon - Fri

Location : Samut Prakan

Job Description:

#### Accounting

- Responsible for Thailand Finance and Office Admin
- Finance duties such as performing all Accounts Receivable (intercompany) and Accounts Payable (intercompany and 3rd party) related functions and scope
- Monthly Interco Confirmation and resolving differences

- Approving payments, approving supplier invoices, vendor creation/amendment
- Responsible for month-end closing tasks and Review of monthly financials such as cash flow management and expenses
- Responsible for IFRS 16 lease accounting entries
- Monthly preparation and submission of financial data to Group in accordance to their closing timeline
- Preparation of monthly balance sheet reconciliations such as bank and petty cash
- Posting of monthly manual journal entries
- Preparation of withholding tax, value added tax
- Responsible for annual external audit and filing of corporate income tax computation
- Preparation of audit/tax schedules, attend to audit/tax queries
- Responsible for annual budget exercise and input numbers into reporting system
- Responsible for annual transfer pricing questionnaire exercise
- Ensure compliance with internal controls and company policies
- Submission of annual and half-yearly Letter of Representation to Group
- Liaison with internal stakeholders such as group treasury, internal audit, tax and compliance
- Liaison with external stakeholders such as bankers, external auditor, tax agents and government statutory boards

#### Admin

- Ensure office machine and equipment are operating smoothly
- Assist with the ordering and control of office supplies
- Ad-hoc office related tasks

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#### Company Description