



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

February 25th, 2025 10:02

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

Company Description