



## PR/116793 | HR Accounting & Admin Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1523469

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

April 22nd, 2025 21:00

### 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

**HR & Accounting Manager (BKK)**

**Salary Range:** 70,000 THB– 100,000 THB

**Location:** Ayutthaya

**Business:** Trading

**Responsibility:**

- All accounting and finance functions including monthly closing, AR, AP, cash flow, taxation, reporting and forecasting.
- Execution and coordination of accounting closing activities.
- Prepare month-end and analysis of closing reporting, and account reconciliation.
- Daily monitoring of accounting activities.
- Prepare budgeting, monthly forecast of P/L.
- Prepare statutorily financial statement and work closely with auditors and external parties on financial and accounting issues.
- Interact with revenue department related to taxation issue.
- Training/supervise team member concerning Company's accounting procedures and policies.
- Tax Control, Consolidate packages.

**Qualification:**

- Bachelor's degree in Accounting, CPD is preferred.

- Experience as an Accounting Manager, handling over all accounting and finance function, background in a manufacturing company especially in Japanese Manufacturing environment.
- Proficient in Microsoft Office applications and Good understanding of the accounting standard software and SAP is highly desirable.
- Must have fluent in English, both verbal and written.
- Good interpersonal skills and can work under pressure, Dynamic person, high responsibilities and working ability to meet the deadline, prefer to work with Japanese Company.

Interested candidate, please send your resume in English (Word format only) along with your recent photo and expected salary to us by E-mail

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## Company Description