



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

March 25th, 2025 19:00

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