



PR/116832 | Accountant & Finance Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1524304

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 11:45

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

Job Title – **Accountant & Finance Officer**

Job Summary:

1. The first point of contact for Accounting team
2. Support accounting part by collecting the detail of attachment and recheck before processes accounting entry.
3. Payment preparation supporting the superior
4. Prepare VAT report & PND 3/53.
5. Input data in PND 3/53 form and VAT form
6. Preparing Invoice to subsidiary and prepare detail to support to Head Office in Japan

7. Filing document to support accounting part & control the storage of general document of accounting.
8. Performing assigned accounting tasks or the tasks conducted within the accounting department
9. Be a person in charge on daily office activities i.e. telephone, door, welcome guest ect. when key person is not available.
10. Preparing and forecasting of monthly expense, actual and income to input in VBA
11. Other assignments from superior/Manager of Accounting & Finance department.

Job Specification:

- Bachelor's Degree in Accounting Field or other
- Computer skill
- English communication
- Working experience at least 3-4 years in accounting or finance
- Tocie score 500

Company Description