



## PR/116609 | Senior Accountant and Admin

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント タイランド

#### 求人ID

1518455

#### 業種

化学・素材

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月08日 04:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

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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#### 会社説明