



## PR/116513 | Finance and Accounting Officer

### 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

1519884

#### 業種

法律事務所

#### 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02月04日 11:41

### 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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: Accounting & Finance Staff

Location: BKK

Business: Law Firm

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

### JOB RESPONSIBILITIES

- Maintain records on billing & collection status
- Generate invoice & DN and arrange for sending to clients
- Collect invoices from vendors and prepare documents for internal approval
- Inputting entries on accounting software
- Collect expense claims from employees and check
- Maintain & file accounting records
- Supporting preparation & submission of tax filling documents (VAT, withholding tax)

**JOB REQUIREMENTS**

- This position, salary around 35,000 - 60,000 THB
  - Thai nationality, age 25 - 28 years old
  - Bachelor's degree in any related field
  - At least 3-5 years' experience in accounting and taxation
  - Fair English speaking & writing, reading skills (comfortable in verbal & email communication in English)
  - Experience in accounting environment and administration work
  - Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software
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会社説明