



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03月04日 10:01

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