



## PR/116793 | HR Accounting & Admin Manager

### 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

1523469

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 更新日

2025年03月25日 19:00

### 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

#### 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

JAC Personnel Recruitment Ltd | jac-recruitment.co.th

10F Emporium Tower 622 Sukhumvit Soi 24

Klongton, Klongtoey, Bangkok 10110 T: +66 2 261 1270, Tel : 087-081-0022

E-mail: visavachit.churat@jac-recruitment.com

---

会社説明