



JAC Recruitment

We are recruitment specialists around the globe

Thailand

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04月22日 21:00

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

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会社説明