



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122782 | Tax Assistant

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インドネシア

求人ID

1523625

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

インドネシア

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

Job Description:

- Assist in preparing, drafting monthly tax reports and related documents and filing tax returns for individuals, businesses, estates, and trusts.
- Do Accounting, handling bank book, general ledger preparation.
- Calculate tax payments, including estimated taxes and extensions, management expense, ensuring timely submission to avoid penalties, administration work & drafting invoices.
- Do general affair duties, BPJS reports, review financial records, such as income statements and expenditures, to determine tax liability and identify potential deductions and credits.
- Respond to client inquiries regarding tax matters and provide clear and accurate advice.
- Communicate with tax consultants & tax authorities
- Assist in developing tax planning strategies to minimize tax liability and ensure compliance with current tax laws.
- Conduct research on complex tax issues to support tax planning and compliance activities.

Requirements:

- +3 years as tax assistant or tax staff or anything related.
 - Has Brevet A & B certificates
 - Minimum Diploma 3 in related field
 - Proficient in using Microsoft Excel & knowledge in taxation and related field
 - Able to speak English will be a plus point
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会社説明