



PR/116832 | Accountant & Finance 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

1524304

業種

その他（メーカー）

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 11:45

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 Title – **Accountant & Finance Officer**

Job Summary:

1. The first point of contact for Accounting team
2. Support accounting part by collecting the detail of attachment and recheck before processes accounting entry.
3. Payment preparation supporting the superior
4. Prepare VAT report & PND 3/53.
5. Input data in PND 3/53 form and VAT form
6. Preparing Invoice to subsidiary and prepare detail to support to Head Office in Japan

7. Filing document to support accounting part & control the storage of general document of accounting.
8. Performing assigned accounting tasks or the tasks conducted within the accounting department
9. Be a person in charge on daily office activities i.e. telephone, door, welcome guest ect. when key person is not available.
10. Preparing and forecasting of monthly expense, actual and income to input in VBA
11. Other assignments from superior/Manager of Accounting & Finance department.

Job Specification:

- Bachelor's Degree in Accounting Field or other
- Computer skill
- English communication
- Working experience at least 3-4 years in accounting or finance
- Tocie score 500

会社説明