



## PR/116513 | Finance and Accounting Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1536982

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:19

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

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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**Company Description**