



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122999 | Accounting & Tax Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1543366

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 14:01

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

KEY RESPONSIBILITIES:

- To support CFO/Deputy CFO by collaborating with the other team leaders.
- Provide strong support within the accounting & tax team with the ability to run, develop and deliver solutions for corporate accounting and tax operations.
- Assist in strategic decision making by providing accounting and tax insights into any issues that may arise.
- Analyze, implement and develop related policies and procedures to enhance operational efficiency and compliance
- Liase with external auditors, tax consultants dan regulatory bodies in Indonesia to ensure the compliance with regulatory requirements
- To execute the ISO related issues proactively together with Corporate Administration division
- Provide support in leading and developing accounting and tax teams by providing guidance, training and performance monitoring with a primary objective for effective development opportunities.

REQUIREMENTS

Minimum Bachelor's degree majoring Accounting from **University of Indonesia/Gadjah Mada University/STAN**/reputable overseas university, with **minimum GPA 3.30**

Holding a **CPA (Certified Public Accountant) & Tax Brevet A&B.**

Minimum 5 years' experience of leading at least small team consist of 5 members handling of corporate taxation and accounting.

Strong knowledge of accounting principles, tax and financial regulations.

Proficient in computer operation and software applications (SAP)

Fluent English communication skill (verbal and written) is mandatory

Strong sense of leadership, communication and decision-making skill, strategic thinking and data analysis ability

PREFERABLE ADDITIONAL CRITERIA

Experience to work in Japanese manufacturing/trading company and knows well Japanese working culture and ethic

Ability to speak Japanese (minimum N3 level)

Having knowledge in ISO 9001:2015

Have a good relationship with external entities such CPA, tax consultant, tax office, bank and other related institutions

Company Description