



PR/117447 | Accounting Assistant Manager or Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1544773

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:19

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

Key Roles & Responsibilities

Operation (50%)

- Prepare and review monthly management and financial reports in compliance with group finance operating guidelines.
- Prepare, review and submit various statutory returns to the Revenue Department on a timely basis – such as PP30, PP36, PND3, PND50/51, PND53, and PND54.
- Act as primary point of contact, ensure timely and effective communication with all external stakeholders, i.e. external auditor/ authorized officer.

Process improvement (30%)

- Provide support and initiatives to improve accounting processes, procedures and internal control to ensure all transactions operate smoothly and effectively.
- Develop and lead change management plans to support the implementation of organizational transformations and strategic initiatives and ensure clarity, transparency, and stakeholder engagement throughout the change process.
- Design, develop, and deliver engaging finance training programs tailored to non-finance staff across the organization.
- Lead, supervise, and support team members in achieving individual and collective goals aligned with the organization's objectives.

Project (20%)

- Collaborate with internal departments to meet the team's/project's objectives.
- Provide advice on accounting treatments for upcoming projects upon request.
- Ensure that assigned projects/initiatives are completed on time with quality results.

Qualifications

- Bachelor's degree in accountancy or a professional accounting qualification (CPA and/or CPD).
- 5-10 years of direct experience in an accounting role. Must have a strong background in Accountancy.
- Strong WINSPEED knowledge will be an advantage.
- Analytical, organized, initiative, leadership skills, coaching skills, strong problem-solving skills, and good communication skills.
- Having a good understanding of local tax regulations and tax authorities will be an advantage.
- Mature, a sense of commitment, logical, results-oriented, an active personality, and independent.
- Able to handle a matrix environment with multiple stakeholders.
- Good command of both written and spoken English.
- Must own a car with a valid driving license.

Company Description