



## PR/117447 | Accounting Assistant Manager or Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1549278

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 16:00

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**