



JAC Recruitment

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Indonesia

## PR/122999 | Accounting &amp; Tax Assistant Manager

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1549668

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:22

## 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

**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