



PR/117820 | Finance Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1554660

Industry

Legal

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:22

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

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 20,000 - 50,000 THB
- 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

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