



インドネシアの求人なら

JAC Recruitment Indonesia

PR/123310 | Finance Admin Manager

Job Information

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|-----------|---------------------------------|
| Recruiter | JAC Recruitment Indonesia       |
| Job ID    | 1563232                         |
| Industry  | Other (Manufacturing)           |
| Job Type  | Permanent Full-time             |
| Location  | Singapore                       |
| Salary    | Negotiable, based on experience |
| Refreshed | November 11th, 2025 05:00       |

General Requirements

|                         |                                         |
|-------------------------|-----------------------------------------|
| Career Level            | Mid Career                              |
| Minimum English Level   | None                                    |
| Minimum Japanese Level  | None                                    |
| Minimum Education Level | Associate Degree/Diploma                |
| Visa Status             | No permission to work in Japan required |

Job Description

Key Responsibilities:

- Financial Management:** Manage full sets of accounts, financial statements, cash flow, budgeting, and liaise with auditors.
- Tax Compliance:** Ensure timely and accurate filing of tax returns, maintain compliance with Indonesian tax laws, and support transfer pricing documentation.
- Audit & Internal Controls:** Coordinate audits and implement internal controls.
- Administrative Oversight:** Supervise office administration, ensure compliance with labor laws, and manage statutory government portals.
- Reporting & Systems:** Maintain ERP systems, support process improvements, and assist the Singapore finance team as needed.

Qualifications & Experience:

- Degree in Accounting/Finance; CPA preferred.
- Minimum 5 years of relevant experience, ideally in a multinational environment.
- Strong knowledge of Indonesian tax laws, ERP systems, and Microsoft Office.
- Fluent in English.

Soft Skills:

- Independent, detail-oriented, and self-motivated.
- Strong communication and interpersonal skills.
- Ability to manage multiple priorities under pressure with high integrity.

**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