



CR/119408 | Accounting Support Officer (JLPT N3 or Above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1585949

Industry

Business Consulting

Job Type

Contract

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 16th, 2026 11:00

General Requirements

Minimum Experience Level

Over 6 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

Job Description:**Project Accounting**

- Review and settle quarterly financial reports for assigned projects, including fund disbursement for subsequent periods and supporting mid-year and year-end closing activities.
- Deliver accounting briefings and guidance to newly assigned project or office staff.
- Respond to accounting-related inquiries from project finance teams.
- Provide on-site accounting support to project offices within Bangkok, including occasional outside assignments (2–3 times per quarter).

Office Accounting & Support

- Handle general office accounting tasks and provide related administrative support.
- Perform other duties as assigned by the Chief Representative and office staff.

Qualification:

- Good communication skill with both English and Japanese (JLPT N3 or Above)
- Minimum of 5 years' experience in accounting or in an accounting-related support role.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description