



PR/119456 | Accounting & Finance Staff (AP)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586607

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Accounting & Finance Staff (AP)

Location : Bangkok

Salary : 25,000 - 28,000 THB **Qualifications**

- Hold a bachelor's degree or higher in accounting or a related discipline.
- Possess 2–3 years of professional accounting experience.
- Strong proficiency in both written and spoken English.
- Skilled in Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Demonstrated ability to collaborate effectively and maintain good interpersonal relationships.
- Strong analytical, problem-solving, and negotiation abilities.
- Capable of working under tight deadlines.

- Familiarity with SAP is considered an asset.

Job Responsibilities

- Oversee the full Accounts Payable cycle, ensuring payments are accurate and timely.
- Conduct general ledger reconciliations and resolve discrepancies to maintain financial accuracy.
- Prepare and process CIV vouchers for General Administration expenses.
- Assist with financial closing activities, including mid-year and year-end reporting.
- Handle NBV daily requests and compile monthly reports.
- Manage fixed assets and leasing portfolios (such as operating leases, company cars, and spare vehicles), including renewals, early terminations, and transfers.
- Collaborate with internal teams to support smooth financial operations.
- Take on ad hoc assignments and provide assistance with finance-related tasks.

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Company Description