



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

April 14th, 2026 10:40

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.

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