



PR/119459 | Junior Accounting Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1604872

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Junior Accounting Officer

Location: Bangkok

Employment Type: Full-time

Working conditions: Monday-Friday 09.00-17.00

Job Description

Our client is looking for a Junior Accounting Officer to support daily accounting operations at head-office level. This role is suitable for candidates with early accounting experience who want to develop skills across AR, AP, tax, and basic financial reporting.

Key Responsibilities

- Record daily accounting transactions (AR & AP)

- Verify invoices, receipts, and accounting documents
- Support VAT and withholding tax preparation
- Assist in petty cash and expense records
- Maintain basic fixed asset records and depreciation data
- Prepare monthly summaries and support month-end closing
- Coordinate with internal departments and external parties as required

Qualifications

- Bachelor's degree in Accounting or related field
- 1–2 years of accounting experience
- Basic knowledge of accounting and taxation
- Able to use Microsoft Excel and accounting software
- Detail-oriented, willing to learn, and responsible

Ideal Candidate

- Junior accountant
- Good attention to detail
- Able to work as part of a team
- Comfortable with routine and deadline-driven work

Why Apply Through Us?

- Stable business operations
- Exposure to full accounting cycle and audit processes
- Professional working environment with clear responsibilities

Benefits

- Bonus
- Group insurance
- Provident fund

How to Apply: Please click APPLY and attach your English resume.

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