JAC Recruitment

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JAC Recruitment Thailand

PR/120173 | GL & Tax Accounting Assistant Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1607137

Industry
Audit, Tax Accounting

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 15:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Our client, a leading international organization, is seeking a highly capable GL & Tax Accounting Assistant Manager to join its Finance & Accounting team. This role will be responsible for overseeing Accounts Receivable, Costing & Inventory, Fixed Assets, General Ledger, and Taxation functions while ensuring accurate financial reporting and compliance.

Key Responsibilities

- Review and approve accounting transactions, including payment vouchers, receipt vouchers, and journal vouchers.
- Ensure the accuracy of invoices, tax invoices, receipts, and supporting documentation.
- Review inventory reports and coordinate inventory-related adjustments within the General Ledger system.
- Manage and monitor fixed asset registrations, depreciation schedules, and fixed asset reporting.
- Prepare Balance Sheet schedules and expense analysis reports.
- Control and monitor Accounts Receivable outstanding balances and AR aging reports.

- Verify account balances and accurately record accrued expenses.
- Prepare adjustment journal entries and support month-end closing activities.
- Monitor and reconcile Balance Sheet accounts to ensure accuracy and completeness.
- Execute month-end and year-end closing processes through the SAP system.
- Prepare financial and management reports for Headquarters, Internal Audit, and External Audit requirements.
- Ensure timely and accurate tax filing submissions in compliance with local regulations.
- Support Finance & Accounting Manager with ad hoc projects and assigned responsibilities.

Qualifications

- Bachelor's or Master's Degree in Accounting, Finance, or related field
- 5+ years of experience in Accounting and Finance, with strong General Ledger exposure
  Experience in AR, Costing, Inventory Management, Fixed Assets, and Taxation functions
- Strong analytical, problem-solving, and accounting management skills
- Good command of English, both written and spoken
  Proficient in SAP and Microsoft Office applications, particularly Excel
- Experience in manufacturing or trading environments will be highly advantageous

Personal Attributes

- Strong attention to detail and accuracy
- Ability to manage multiple priorities and meet deadlines
- Proactive, hands-on, and solution-oriented
- Strong communication and stakeholder management skills
- Team player with a positive and professional attitude

What's on Offer?

- Opportunity to work with a well-established international company
- Exposure to regional and global reporting environments
- Career advancement opportunities within a growing organization
- Supportive and collaborative working culture

Interested candidates are encouraged to submit their updated CV in English for a confidential discussion.

Only shortlisted candidates will be contacted.

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