



PR/120341 | Accounting & General Affairs Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1611368

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:38

General Requirements

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Accounting & General Affairs Officer

Working Days/Hours: Mon–Fri, 08:30–17:00

Salary Range: 25,000 – 30,000 THB

About the Role

We are seeking an Accounting & General Affairs Officer to support our daily accounting operations and general administrative tasks. The accounting team is led by a Team Leader who holds a CPD qualification; therefore, this role focuses on handling practical, day-to-day accounting processes and supporting monthly closing activities. The company performs monthly closing in-house using the Express accounting system.

This position is also responsible for general affairs duties to ensure smooth overall office operations.

Key Responsibilities

Accounting (50%)

- Perform daily accounting operations including journal entries and routine bookkeeping tasks.
- Support the Accounting Team Leader (CPD holder) in managing accounting workflows.

- Assist with monthly closing processes in accordance with company standards.
- Maintain accurate financial records using the Express accounting system.
- Ensure compliance with internal controls and accounting procedures.

General Affairs (50%)

- Handle general office administration tasks to support smooth business operations.
- Assist with coordination of office supplies, facility management, and vendor communication.
- Support internal documentation and administrative processes as required.

Qualifications

- Fresh graduates are welcome to apply.
- Experience in accounting operations is preferred.
- CPD qualification is an advantage but not required.
- Strong attention to detail with the ability to manage daily tasks independently.
- Good communication skills and strong organizational abilities.
- Ability to work efficiently in a fast-paced, office-based environment.

Accounting System: Express

Benefits

- Bonus (based on company profit)
- Health insurance
- Provident Fund
- Personal accident insurance
- Travel insurance
- Annual medical check-up

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