



JAC Recruitment

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JAC Recruitment Thailand

PR/120472 | Accounts Analyst - International Working Environment

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614283

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

General Requirements

Minimum Experience Level

Over 1 year

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

About the Company

A multinational organisation operating across multiple countries and regions, supporting complex business operations through strong financial governance and collaborative working practices. The company is committed to operational excellence and delivering high-quality services to its stakeholders.

About the Role

The Accounts Analyst role offers an excellent opportunity to support Accounts Payable and Agency Accounting activities across multiple countries and regions. This position plays a key role in ensuring financial transactions are processed accurately, efficiently, and in line with established controls, while collaborating with a wide range of internal and external stakeholders.

Responsibilities

- Process invoices, tax-related documents, and D/A transactions accurately and within agreed timelines.
- Manage agency balance settlements, account reconciliations, and payment-related administration.
- Maintain supplier and agency master data, ensuring information remains accurate and up to date.

- Support refunds, advance payments, remittances, and related financial transactions.
- Ensure compliance with internal controls, approval requirements, accounting policies, and operational procedures.
- Manage supplier documentation, statutory records, system access administration, and process continuity activities.
- Prepare reports and coordinate with finance teams, treasury, procurement, legal teams, suppliers, and agencies to resolve operational issues and support business objectives.

Requirements

- Bachelor's degree in Accounting, Finance, Business Administration, or a related discipline.
- 1-2 years of experience in Accounts Payable, accounting operations, finance operations, shared services, or agency accounting.
- Experience in invoice processing, account reconciliation, balance settlement, supplier administration, or payment support activities.
- Experience within a multinational or shared service environment would be advantageous.
- Good understanding of accounting principles and internal financial controls.
- Proficient in Microsoft Excel and other Microsoft Office applications.
- Good written and verbal communication skills in English.
- Strong attention to detail and the ability to work effectively with multiple stakeholders.

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