JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120609 | Accounting & Finance Assistant Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1618571

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 08:00

General Requirements

Minimum Experience Level
Over 6 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 Assistant Manager
Location: Bangkok, Thailand (accessible via BTS and MRT)

Key Responsibilities

Accounting Operations & Financial Reporting

- Oversee and review daily accounting activities and financial transactions to ensure accuracy and compliance.
- Prepare, review, and analyze monthly, quarterly, and annual financial reports.
- Lead and coordinate month-end, quarter-end, and year-end closing processes.
- Review key financial reports, including Profit & Loss statements, Fixed Asset reports, and other financial analyses.
- Prepare financial data, reports, and supporting documentation for the overseas headquarters and management team.

Cash Management, Banking & Taxation

- Monitor cash flow, banking activities, and financial positions to ensure adequate funding for business operations.
- Review accounts receivable aging and outstanding balances, ensuring timely collection and follow-up actions.
- Coordinate with financial institutions regarding banking transactions, documentation, and reporting requirements.
- Manage tax filings and ensure compliance with regulations and statutory requirements.
- Liaise with relevant government authorities and regulatory bodies regarding financial and tax-related matters.

Audit, Compliance & Corporate Governance

- Coordinate with external auditors and provide accurate financial information and supporting documents during audit processes.
- Oversee annual audit activities and statutory financial statement submissions.
- Support the preparation of shareholder meeting documentation and financial statement approvals.
- Coordinate dividend payment processes and related tax obligations.
- Ensure all accounting and financial activities comply with company policies, accounting standards, and applicable laws and regulations.

Team Leadership & Cross-functional Coordination

- Provide guidance, coaching, and support to accounting and finance team members.
- Collaborate with internal departments to ensure smooth and efficient operational processes.
- Act as a key liaison with overseas headquarters, auditors, banks, government agencies, and other external stakeholders.
- Prepare financial information and reports for management meetings and business reviews.
- Support departmental planning, process improvements, and special projects assigned by management.
- Take ownership of departmental coordination and contribute to overall operational effectiveness.

Qualifications

Requirements

- Bachelor's degree or higher in Accounting, Finance, or a related field.
- Minimum 10 years of experience in Accounting and Finance, including supervisory or managerial responsibilities.
- Strong knowledge of accounting practices, financial reporting, taxation, month-end/year-end closing, and audit procedures.
- Proven experience in managing financial closing processes, statutory reporting, and tax compliance.
- Experience working with external auditors, banking institutions, government authorities, and international stakeholders.
- Proficient in Microsoft Office applications, particularly Microsoft Excel.
- Good command of English for business communication and report preparation.
- Strong leadership, analytical thinking, problem-solving, communication, and stakeholder management skills.
- Experience using SAP for accounting and financial operations.

Compensation & Benefits

Salary

- Total Monthly Package: Approximately THB 65,000 – 75,000

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