

PR/120302 | Administration & Finance Manager (Future General Manager)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621177

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 09:00

General Requirements

Minimum Experience Level
Over 10 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

About the Role
Our client is seeking an experienced **Administration & Finance Manager** to oversee Finance, Accounting, Human Resources, and Administration functions. This is a key leadership position within the organization and has been identified as part of the company's succession planning, offering the opportunity to progress into a broader management role in the future.

The successful candidate will be responsible for strengthening financial governance, enhancing operational efficiency, driving process improvements, and supporting cross-functional collaboration across the business.

Responsibilities

- Lead and oversee Finance, Accounting, Human Resources, and Administration operations.
- Manage and develop a back-office team of approximately five members.
- Oversee financial reporting, budgeting, forecasting, cash flow management, and internal financial controls.
- Ensure timely and accurate monthly and annual closing processes.

- Monitor business performance and provide financial analysis and recommendations to management.
- Support HR and employee administration activities, ensuring compliance with relevant labor regulations and company policies.
- Drive process improvement initiatives and support system enhancement or migration projects.
- Collaborate closely with Sales, Engineering, and Project teams to improve operational effectiveness and cross-functional communication.
- Participate in management discussions and support organizational development initiatives.
- Contribute to strategic business planning and future leadership succession objectives.

Requirements

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field.
- More than 10 years of experience in accounting, finance, or financial management.
- Strong experience in budgeting, forecasting, cash flow management, and management reporting.
- Experience working within Engineering, EPC, Construction, Industrial Plant, Infrastructure, or related industries.
- Proven experience leading and developing teams of five or more members.
- Strong understanding of financial controls, compliance, and corporate governance.
- Excellent stakeholder management and cross-functional collaboration skills.
- Ability to drive process improvements and support organizational change initiatives.
- Good communication skills in English, both written and spoken.
- Proactive and hands-on approach with strong problem-solving capabilities.

Benefits

- Opportunity to join a stable and growing international organization.
- Exposure to a leadership role with broad business responsibilities.
- Career progression opportunities within the organization.
- Collaborative and professional working environment.
- Competitive compensation and benefits package.

About the Company
Our client is an established international company operating within the engineering and environmental solutions sector. The organization is recognized for delivering high-quality infrastructure and industrial projects while maintaining strong operational standards and a commitment to sustainable business growth. The company offers a collaborative environment where experienced professionals can play a significant role in driving business performance and organizational development.

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