

PR/120812 | Accounting & Administration Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623941

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position: Accounting & Administration Manager

Industry: Food Service

Location: Thonglor, Bangkok

Working Hours: Monday-Friday, 10:00 AM-7:00 PM

Salary Range: THB 50,000-70,000 (total package)

Key Responsibilities

Accounting & Finance

- Manage and coordinate with external accounting and auditing firms.
- Prepare and organize accounting documents for monthly and annual closing.
- Handle AP, AR, petty cash, expense reimbursements, and bank reconciliations.
- Support tax filing and statutory compliance processes.
- Establish and improve accounting procedures and internal controls.
- Gradually transition the accounting function from outsourced services to an in-house operation.
- Ensure compliance with Thai accounting standards and regulations.

Administration

- Manage operational documents including purchase orders, invoices, and delivery notes.
- Maintain company records, licenses, and business documentation.
- Coordinate with government authorities, vendors, landlords, and other external parties.
- Support administrative activities for both headquarters and restaurant branches.

Human Resources

- Handle employee documentation, onboarding, and personnel records.
- Coordinate employment contracts, attendance records, and leave administration.
- Support recruitment activities and orientation for new employees.

Requirements

- Bachelor's degree in Accounting.
- Able to independently handle the full accounting function.
- Willing and capable of taking ownership of monthly closing in the future.
- Strong numerical, analytical, and calculation skills (accounting test will be conducted during the selection process).
- Cooperative, supportive, and hands-on personality.
- Eligible to register for CPD (holding an active CPD license is not required).
- Open to candidates of any gender.

Ideal Candidate

This opportunity is ideal for an accounting professional who is looking to take on a broad management role encompassing accounting, administration, and HR functions, while having the chance to build and shape internal processes as the company continues to expand.

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Company Description