

PR/120824 | Accounts & Finance Executive

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623945

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:22

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

We are seeking a responsible, organized, and detail-oriented Accounts, Finance & Administration Executive to support the day-to-day operations of our Thailand business.

The candidate will work closely with our project and commercial teams, regional management and appointed external Thai accounting firm, which will continue to provide professional accounting, taxation and statutory reporting services.

The candidate should be comfortable working independently, managing deadlines and proactively following up on outstanding matters.

Key Responsibilities

Finance & Accounting

- Handle invoicing, AR/AP, subcontractor payments, expense claims, and bank reconciliation.
- Prepare and maintain financial records, reports, and project-related financial data.
  Monitor revenue performance and support management reporting.

Accounting Firm & Tax Coordination

- Coordinate with the external accounting firm on accounting, tax, reporting, audits, and statutory compliance.
  Ensure timely submission of financial documents and monitor filing deadlines.

HR & Payroll Administration

- Maintain employee records and HR documentation.
- Support payroll processing, social security administration, recruitment, onboarding, and offboarding.

Office Administration

- Manage office operations, company documents, vendor coordination, travel arrangements, and administrative compliance requirements.

Other Responsibilities

- Support regional management and project teams on finance and administrative matters.
  Assist in improving accounting, reporting, and administrative processes.

Required Qualification

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- 3-5 years of experience in Accounting, Finance, or related functions
- Knowledge of AP, AR, financial reporting, VAT, withholding tax, payroll, and statutory compliance
- Experience coordinating with accounting firms, auditors, and tax advisors
- Proficient in MS Excel and accounting software
- Good command of Thai and English
- Strong organizational skills, attention to detail, and ability to work independently
- Experience in construction, engineering, interior fit-out, or project-based businesses is a plus

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Company Description