



JAC Recruitment

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Indonesia

PR/122978 | Finance Accounting Tax Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1541762

業種

不動産仲介・管理

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年06月03日 04:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Summary:

FAT Executive role is crucial as key support to the FAT function in the Company. FAT Executive will be responsible to assist the Management in performing daily cycles of finance, accounting and taxation functions, in a start up real estate company. This entails providing all required reporting to the management and service provider i.e. Project Manager.

Duties & Responsibilities

- Recording and filing of all FAT transaction in daily basis.
- Maintaining journal entries, and reconciliation of detail listing against trial balance on all PL and BS accounts with adherence to financial statements assertions.
- Creating payment approval, payment voucher, official receipts, sales invoices and tax invoices with adherence to the supporting documentation.
- Preparing monthly tax reporting
- Maintaining physical fixed asset control and management.

- Support the preparation of monthly financial statements and reports under the guidance of the Management.
- Participating in month-end and year-end closing processes, and during statutory and tax audit.
- Assisting the Management in performing variance analysis between actual vs. budget
- Coordinating with other business function to ensure no late tax or invoice payment to vendor or invoicing to customer.
- Maintaining complete, accurate and organized FAT document in hard copy and soft copy.
- Liaise with internal and external party for the implementation of Personal Data Protection Law ("PDP Law").
- Other duties assigned by the Management.

Experience & Qualifications Requirements:

- Education minimum bachelor's degree in Accounting .
- Minimum 3-4 years of relevant accounting & finance working experience in real estate industry is required and MNC working experience is preferred.
- Good understanding of Indonesian accounting and keep updated with Indonesia tax regulations.
- Having knowledge in PDP (Personal Data Protection/Perlindungan Data Pribadi) or as attendee on PDP Training/Seminars
- Able to handle multi-tasks with positive and can-do attitude in a start-up company and multinational environment.
- Good interpersonal and communication skills (both oral and written in English) to engage effectively with colleagues across divisions and external business partners.
- Professional skepticism through good analytical thinking and strong attention to details.
- Good communication skills both oral and written in English

Commendable skill in Microsoft Office Excel

会社説明