



タイの求人なら
JAC Recruitment Thailand

PR/118306 | Internal Accountant

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 タイランド

求人ID
1563140

業種
石油・エネルギー

雇用形態
正社員

勤務地
タイ

給与
経験考慮の上、応相談

更新日
2025年10月28日 10:17

応募必要条件

キャリアレベル
中途経験者レベル

英語レベル
無し

日本語レベル
無し

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

Internal Accountant

Location: Phuket, Thailand

Industry: Renewable Energy

Job Summary:

We are seeking a reliable and well-organized Internal Accountant to manage day-to-day financial documentation and HR-related administration. This role works closely with our external accounting firm to ensure accurate and complete internal financial records.

Key Responsibilities:

- Manage invoices, payroll, and employee registration in compliance with Thai regulations
- Coordinate with external accountants and auditors for monthly tax filings and annual audits
- Maintain clear and organized internal financial records and documentation
- Handle multiple administrative tasks and ensure accuracy in daily bookkeeping
- Use accounting software (e.g., Express, FlowAccount, QuickBooks) and Microsoft Excel effectively
- Communicate in both Thai and English with internal teams and external partners

Qualifications:

- Bachelor's degree in Accounting, Finance, or Business Administration (required)
- 1–2 years of experience as an Accountant or Accounting Assistant
- Strong understanding of Thai accounting standards and HR documentation
- Familiarity with Thai taxation, payroll, and SME business document flow
- Intermediate English proficiency (able to communicate with foreign management and prepare basic documentation in English)
- Detail-oriented, organized, and able to work independently

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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会社説明