



PR/123310 | Finance Admin Manager

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

1563232

業種

その他（メーカー）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年11月11日 05:00

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

Key Responsibilities:

- Financial Management:** Manage full sets of accounts, financial statements, cash flow, budgeting, and liaise with auditors.
- Tax Compliance:** Ensure timely and accurate filing of tax returns, maintain compliance with Indonesian tax laws, and support transfer pricing documentation.
- Audit & Internal Controls:** Coordinate audits and implement internal controls.
- Administrative Oversight:** Supervise office administration, ensure compliance with labor laws, and manage statutory government portals.
- Reporting & Systems:** Maintain ERP systems, support process improvements, and assist the Singapore finance team as needed.

Qualifications & Experience:

- Degree in Accounting/Finance; CPA preferred.
- Minimum 5 years of relevant experience, ideally in a multinational environment.
- Strong knowledge of Indonesian tax laws, ERP systems, and Microsoft Office.
- Fluent in English.

Soft Skills:

- Independent, detail-oriented, and self-motivated.
- Strong communication and interpersonal skills.
- Ability to manage multiple priorities under pressure with high integrity.

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会社説明