

PR/120609 | Accounting & Finance Assistant 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 タイランド

求人ID
1618571

業種
物流・倉庫

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
2026年11月03日 08:00

応募必要条件

職務経験
6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
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

Accounting & Finance Assistant Manager
Location: Bangkok, Thailand (accessible via BTS and MRT)

Key Responsibilities

Accounting Operations & Financial Reporting

- Oversee and review daily accounting activities and financial transactions to ensure accuracy and compliance.
- Prepare, review, and analyze monthly, quarterly, and annual financial reports.
- Lead and coordinate month-end, quarter-end, and year-end closing processes.
- Review key financial reports, including Profit & Loss statements, Fixed Asset reports, and other financial analyses.
- Prepare financial data, reports, and supporting documentation for the overseas headquarters and management team.

Cash Management, Banking & Taxation

- Monitor cash flow, banking activities, and financial positions to ensure adequate funding for business operations.
- Review accounts receivable aging and outstanding balances, ensuring timely collection and follow-up actions.
- Coordinate with financial institutions regarding banking transactions, documentation, and reporting requirements.
- Manage tax filings and ensure compliance with regulations and statutory requirements.
- Liaise with relevant government authorities and regulatory bodies regarding financial and tax-related matters.

Audit, Compliance & Corporate Governance

- Coordinate with external auditors and provide accurate financial information and supporting documents during audit processes.
- Oversee annual audit activities and statutory financial statement submissions.
- Support the preparation of shareholder meeting documentation and financial statement approvals.
- Coordinate dividend payment processes and related tax obligations.
- Ensure all accounting and financial activities comply with company policies, accounting standards, and applicable laws and regulations.

Team Leadership & Cross-functional Coordination

- Provide guidance, coaching, and support to accounting and finance team members.
- Collaborate with internal departments to ensure smooth and efficient operational processes.
- Act as a key liaison with overseas headquarters, auditors, banks, government agencies, and other external stakeholders.
- Prepare financial information and reports for management meetings and business reviews.
- Support departmental planning, process improvements, and special projects assigned by management.
- Take ownership of departmental coordination and contribute to overall operational effectiveness.

Qualifications

Requirements

- Bachelor's degree or higher in Accounting, Finance, or a related field.
- Minimum 10 years of experience in Accounting and Finance, including supervisory or managerial responsibilities.
- Strong knowledge of accounting practices, financial reporting, taxation, month-end/year-end closing, and audit procedures.
- Proven experience in managing financial closing processes, statutory reporting, and tax compliance.
- Experience working with external auditors, banking institutions, government authorities, and international stakeholders.
- Proficient in Microsoft Office applications, particularly Microsoft Excel.
- Good command of English for business communication and report preparation.
- Strong leadership, analytical thinking, problem-solving, communication, and stakeholder management skills.
- Experience using SAP for accounting and financial operations.

Compensation & Benefits

Salary

- Total Monthly Package: Approximately THB 65,000 – 75,000

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