

PR/124139 | Accounting 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 インドネシア

求人ID
1619253

業種
その他（メーカー）

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
2026年11月10日 11:00

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
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

One of our client, Japanese Electronics Manufacture company located at Cikarang is looking for an **Accounting Assistant Manager.**

Responsibilities

- Support overall accounting operations, including:
  - General accounting activities
  - Journal entries and account reconciliation
  - Fixed asset management
  - Budgeting and financial reporting

- Prepare periodic financial reports (monthly, quarterly, and annual).
- Monitor tax compliance and ensure fulfilment of monthly and annual tax obligations.
- Review company tax exposure and ensure compliance with applicable tax regulations.
- Support internal and external audits, including tax audits, statutory audits, and government audits.
- Maintain and strengthen internal control systems.
- Participate in fixed asset stock-taking activities.
- Coordinate with internal departments to collect and analyze financial data.
- Assist management with financial reviews and reporting activities.
- Lead, motivate, and develop team members to achieve departmental objectives.
- Perform other accounting and finance-related duties as assigned.

Requirements:

- Bachelor's Degree in Accounting, Finance, or related field from a reputable university.
- Minimum 3 years of experience as Assistant Accounting Manager or equivalent position in a manufacturing company.
- Experience working with ERP systems.
- Strong understanding of:
    - Financial accounting
    - Income Tax (PPh)
    - VAT (PPN)
    - Brevet A & B certification is an advantage.
- Good leadership, analytical, and problem-solving skills.
- High initiative, detail-oriented, and able to work independently.
- Conversational English proficiency.
- Able to join as soon as possible.
- Willing to work in Cikarang.

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