

PR/120812 | Accounting & Administration 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
1623941

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月24日 10:22

応募必要条件

職務経験
10年以上

キャリアレベル
中途経験者レベル

英語レベル
基礎会話レベル

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

Position: Accounting & Administration Manager

Industry: Food Service

Location: Thonglor, Bangkok

Working Hours: Monday-Friday, 10:00 AM-7:00 PM

Salary Range: THB 50,000-70,000 (total package)

Key Responsibilities

Accounting & Finance

- Manage and coordinate with external accounting and auditing firms.
- Prepare and organize accounting documents for monthly and annual closing.
- Handle AP, AR, petty cash, expense reimbursements, and bank reconciliations.
- Support tax filing and statutory compliance processes.
- Establish and improve accounting procedures and internal controls.
- Gradually transition the accounting function from outsourced services to an in-house operation.
- Ensure compliance with Thai accounting standards and regulations.

Administration

- Manage operational documents including purchase orders, invoices, and delivery notes.
- Maintain company records, licenses, and business documentation.
- Coordinate with government authorities, vendors, landlords, and other external parties.
- Support administrative activities for both headquarters and restaurant branches.

Human Resources

- Handle employee documentation, onboarding, and personnel records.
- Coordinate employment contracts, attendance records, and leave administration.
- Support recruitment activities and orientation for new employees.

Requirements

- Bachelor's degree in Accounting.
- Able to independently handle the full accounting function.
- Willing and capable of taking ownership of monthly closing in the future.
- Strong numerical, analytical, and calculation skills (accounting test will be conducted during the selection process).
- Cooperative, supportive, and hands-on personality.
- Eligible to register for CPD (holding an active CPD license is not required).
- Open to candidates of any gender.

Ideal Candidate

This opportunity is ideal for an accounting professional who is looking to take on a broad management role encompassing accounting, administration, and HR functions, while having the chance to build and shape internal processes as the company continues to expand.

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