

PR/120824 | Accounts & Finance Executive

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
1623945

業種
土木

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24日 10:22

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
流暢レベル

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

We are seeking a responsible, organized, and detail-oriented Accounts, Finance & Administration Executive to support the day-to-day operations of our Thailand business.

The candidate will work closely with our project and commercial teams, regional management and appointed external Thai accounting firm, which will continue to provide professional accounting, taxation and statutory reporting services.

The candidate should be comfortable working independently, managing deadlines and proactively following up on outstanding matters.

Key Responsibilities

Finance & Accounting

- Handle invoicing, AR/AP, subcontractor payments, expense claims, and bank reconciliation.
- Prepare and maintain financial records, reports, and project-related financial data.
  Monitor revenue performance and support management reporting.

Accounting Firm & Tax Coordination

- Coordinate with the external accounting firm on accounting, tax, reporting, audits, and statutory compliance.
  Ensure timely submission of financial documents and monitor filing deadlines.

HR & Payroll Administration

- Maintain employee records and HR documentation.
- Support payroll processing, social security administration, recruitment, onboarding, and offboarding.

Office Administration

- Manage office operations, company documents, vendor coordination, travel arrangements, and administrative compliance requirements.

Other Responsibilities

- Support regional management and project teams on finance and administrative matters.
  Assist in improving accounting, reporting, and administrative processes.

Required Qualification

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- 3-5 years of experience in Accounting, Finance, or related functions
- Knowledge of AP, AR, financial reporting, VAT, withholding tax, payroll, and statutory compliance
- Experience coordinating with accounting firms, auditors, and tax advisors
- Proficient in MS Excel and accounting software
- Good command of Thai and English
- Strong organizational skills, attention to detail, and ability to work independently
- Experience in construction, engineering, interior fit-out, or project-based businesses is a plus

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