

TMF Group in Thailand is currently looking for an Assistant Accounting Manager to join its Accounting team.

Job Position: Assistant Accounting Manager (Client Services)

Subtitle (APAC - full time - Bangkok)

Job Purpose:

The Assistant Accounting Manager reports directly to the Accounting Manager. Responsibilities include bookkeeping, monthly closing, withholding tax, corporate income tax and so on. Moreover, this position is supposed to coach the junior staff in the team as well as perform other accounting related administrative tasks as assigned.



About TMF Group

We help global companies expand and invest seamlessly across international borders. Our expert accountants, corporate secretarial and HR and payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

With operations in more than 80 countries providing outsourced compliance services, TMF Group is the global expert that understands local needs.



Key Responsibilities:

- Assist to handle month-end and year-end close activities, from balance sheet and cash account reconciliations to financial statement preparation- reviewing all reconciliations and ensuring they are followed-up on monthly;
- Be part of the creation of the annual budgets and periodic forecasts;
- Have a comprehensive technical and functional understanding of all accounting processes in use (i.e. AR, AP and general ledger) and any relevant amendments or appendices, and of the client's structure and needed interfaces;
- Maintain all necessary manuals associated with accounting processes and controls;
- Assist Accounting Manager for ad hoc assignments.

Key Requirements:

- Bachelor degree in accounting and CPA or ACCA holder is an added advantage;
- Minimum 5-year experience in the accounting field preferably with an international company
- Strong accounting skills and attention to detail required;
- Strong analytical and time management skills required;
- Customer service orientation;
- Good command of both written and oral English;
- Strong communication and interpersonal skills.

**Global reach,
Local knowledge**
Operating in more than 80 countries across EMEA, Asia Pacific and the Americas.

**Compliance.
Regulation.
Transparency.
Support.**



Working at TMF Group offers:

- **Learning opportunities:** you will work with highly experienced colleagues who are ready to share their knowledge, and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- **Value-driven work environment:** you can expect integrity and respect from all your colleagues and your leadership team.
- **Teamwork:** an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important, valued and lived daily.
- **Ambition:** we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.



How to Apply?

If you wish to apply, please submit your cv and motivational letter [here](#).

