



Job Position: Accountant and Control Officer

Job description

Vauban real Estate is a real estate group with 9 agencies in Thailand's most attractive destinations such as Bangkok, Pattaya, Hua Hin, Samui, Chiang Mai along with Phuket.

To ensure our development and fast growth, we are looking for an **Accountant and Control Officer** in **Bangkok**. Your main missions are to ensure the all accounting activities are secured, manage all taxation matters and handle the financial statements.

- Bookkeeping
- Bank reconciliation
- Monthly Tax filing (VAT, Withholding Tax)
- Payroll (PND.1)
- Monthly Social Security fund
- Monthly financial statement report (Trial Balance, Profit & Loss, Balance Sheet)
- Internal control
- Documents archiving

A- Duties related to the Position

a- Audit

- Ensure all accounting transactions are secured and in compliance with Accounting Standards; and processes are enforced
- Contribute to the implementation of new processes including training
- Dealing with the external auditor and closing audit issues.

b- Accounting and Taxation

- Review the accounting transactions and manage the end month provisions by verifying, allocating, posting, reconciling and resolving discrepancies
- Ensure and control of all tax submission to Revenue Department
- Prepare monthly, quarterly and yearly financial reports
- Consolidate the monthly financial statements of the Group and handle the intercompany transactions
- Record and follow up all assets of the Group

Company Vauban Co.Ltd – Head Quarters

The Trendy office Building , 1st floor ,
10/36 Sukhumvit soi 7, Klongtoey Nua, Wattana Nua, Bangkok 10110 - Thailand



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c- Reporting

- Report your actions to your manager
- Suggest potential actions to improve your result

B- Salary

Fix salary + Incentives

C- Work Place:

Bangkok Agency – The Trendy Office – Sukhumvit Soi 13
Monday to Friday from 9.00 to 6.00 p.m,

D- Days Off :

Thai national day off : 17
Additional 7 days.

E- Welfare

Social Security: as per law, the company pays 5% and the salary pays 5% as well in a limit of 750 THB per month for SS

Requirements:

- Thai national
- Bachelor's degree in Accounting is required and master's degree in related field is preferred
- Male or Female age 30 years old up
- Fluent in Thai, English speaking and writing
- Experience with Xero is a plus
- Experience with Excel and optionally google sheet
- Ability to work effectively under stressful conditions
- Extensive knowledge in Thai Accounting, finance, and Tax law
- Ability to create and implement good internal control system

If you may be interested in this position, please contact us at :

jobs@companyvauban.com

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