



Junior Accountant

Job description

- Key objectives: To set up our commercial manufacturing plant and stabilize the production, we are looking for a person who will be a core member of the company.
- Accounting: Bookkeeping of transactions, issuing invoices, AP/AR checks, payment summary preparation
- Tax operations: VAT, corporate income tax and other tax return operations
- Preparing and monitoring fixed assets register and company's fixed assets
- Account reconciliation of both B/S and P&L of related accounts
- Monitor payment dues; review payments and deductible withholding taxes
- Ensure proper filing of all journal entries, supporting documents, and tax/VAT related documents
- Understand the process of month-end and year-end activities
- Understand accrued expense process and prepaid expense process
- Other related duties

Job experience

- 3 or more years of experience as an accountant
- Knowledge of expense structures and tax structures

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Requirements

- Thai language: Native level
- English or Japanese proficiency (business level equivalent to TOEIC score of 700 or higher, or at least JLPT N3)
- Must hold a driving license (no car or bus service available)

Preferred experience/skills

- None

Number of positions

- 1 position

Location

- Eastern Seaboard Industrial Estate in Rayong, Thailand

Start date

- [[ADD START DATE HERE]]

Salary system

- Approximate range of total monthly package: 35,000-50,000 bahts/month (dependent on experience; no bonuses or other allowances)
- Our company uses a self-declaration salary system, in which applicants decide their own salary and the salary is disclosed to all company members. More about our way of thinking about salary at Spiber can be found here: <https://www.spiber.inc/en/join/>

Overtime pay

- Provided

Probation period

- 119 days

Work hours

- 8 hours per day, 40 hours per week

Holidays

- 2 days off per week

Paid vacation

- 12 days per year

Social insurance

- Standard social security fund (SSO)

Employee benefits

- Group insurance (life insurance, accident insurance, IPD)
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About Spiber (Thailand) Ltd.

Founded: November 21, 2018

Team: 40 members (as of Jun 2021)

Registered Capital: 2,900,000,000 baht

Business Domain: Protein fermentation and purification; research, development, and testing of production methods and technologies; knowledge transfer to other plants

Location: Eastern Seaboard Industrial Estate 300/155 M.1 T.Tasit, A.Pluakdaeng, Rayong, 21140, Thailand

Managing Director: Keisuke Morita

Board of Directors: Keisuke Morita, Toshimasa Asai, Yu-Hsuan Miao