



Job Title: Accounting & Admin Officer

Responsibilities

Accounting & Finance

- Record daily sales and purchases, post supplier and customer invoices
- Perform bank reconciliations, manage petty cash, and prepare basic financial reports
- Accounts Payable (AP): verify invoices, match with POs, schedule and process payments, handle Withholding Tax (WHT), reconcile supplier accounts
- Accounts Receivable (AR): issue tax invoices, follow-up collections, apply receipts, reconcile customer accounts, manage credit limits
- VAT / Tax Admin: prepare monthly VAT returns, maintain input/output tax schedules, ensure compliance with Thai Revenue Department rules, liaise with external tax advisor when required

Administrative & Document Management

- Organize and maintain company documents, contracts, and accounting files (digital and hard copy)
- Support management in preparing documents for customs, shipping, and regulatory compliance
- Handle scheduling, meeting coordination, and follow-up tasks
- Assist management team as Personal Assistant / Secretary (correspondence, calendar, and task organization)

Qualifications

- Diploma or Bachelor's degree in Accounting, Finance, or related field
- 1 – 5 years' experience in accounting, bookkeeping, or admin roles
- Previous experience as Personal Assistant, Secretary, or Administrative Officer is an advantage
- Strong organizational and document management skills
- Proficiency in Excel and familiarity with cloud accounting software (e.g., Peak Account)
- Knowledge of Thai VAT rules, WHT, and month-end closing processes
- Ability to prioritize and manage multiple tasks with attention to detail

Work Arrangement & Benefits

- Work From Home (WFH) with required weekly team meeting (1 day/week) in Bangkok
- Travel expenses and company-related activities covered by the company
- Direct exposure to international CEO and close collaboration with management team
- Professional and supportive work environment with opportunities to expand skills in both accounting and administration

Who we are

Artisan Bakers is a new-generation flour mill in Thailand, producing high-quality freshly milled flours. The project is the brainchild of two F&B professionals with over 20 years of experience in Asia — an idea that blends passion, technical performance, and sustainability.

Our vision is simple yet ambitious: to produce flours in Thailand at the same standard as leading European brands, with products designed specifically for the Asian market.

We are growing quickly and are now looking for an **Accounting & Admin Officer** to join our team. If you are motivated, detail-oriented, and eager to grow with us, this is your chance to make an impact.
