



Recruitment Notice

Senior Accountant

Background

Asia Clean Energy Partners Limited (ACE Partners) is an international advisory firm dedicated to accelerating clean energy deployment. With a focus on Asia and the Pacific, ACE Partners provides consulting and advisory services to guide public and private sector clients toward achieving their clean energy objectives.

Our services include research on policy and regulatory issues, communications, knowledge management and stakeholder engagement support, and advisory work on clean energy technologies, finance, and project execution.

Are you a dedicated professional with a passion for accounting, finance, and numbers, eager to contribute to our company's growth? Are you strong accounting allrounder who is willing to roll up their sleeves and looking for your next challenge? If this is you and you're ready to learn, grow, and play an important role in a rapidly growing company, consider joining our team as Senior Accountant. Your path to success begins at Asia Clean Energy Partners.

As our Senior Accountant, you will have a diverse range of responsibilities and will form an integral part of our company's finance department. You will be actively involved in delivering on daily finance and accounting requirements, as well as various administrative and operational functions across the organization.

We are seeking an ideal candidate who not only possesses strong accounting pedigree and can do attitude but also understands the profound impact they can make in this role. Your responsibilities will include a range of finance-related tasks to ensure accurate financial reporting and compliance with local regulations and company policies and provide essential support to the Director of Finance.



Scope of Work and Detailed Tasks

1. Company Finance and Compliance:

1.1 Accounts payable/receivable:

- Responsible for monitoring and tracking all incoming and outgoing invoices and receipts.
- Verify the accuracy and completeness of invoice details and ensure timely payments to vendors and service providers.
- Maintain an organized record of invoices and receipts for easy reference and audit purposes.

1.2 Data Maintenance across Company Operational Platform and Accounting Platform:

- Efficiently enter financial transactions and relevant data into the company's operational platform and accounting software.
- Ensure data accuracy and completeness while adhering to established coding and categorization protocols.
- Assisting the Director of Finance to reconcile data and produce reports between different systems for seamless financial reporting.

1.3 Financial Administrative Duties:

- Support the organization and collation of employee time-sheets for invoicing and accounting purposes.
- Ensure that financial statements align with accounting standards.
- Perform full month end accounting cycle.
- Perform monthly reconciliation statements - Including full balance sheet reconciliations.
- Assist in Forecasting, budgeting, project budgeting and cash flow analysis
- Assist in preparing financial reports, presentations, and documents as needed.
- Undertake ad-hoc administrative tasks to facilitate the smooth operation of the finance team.

2. Thai Representative Office:

2.1 Managing Legal and Accounting Affairs:

- Collaborate with the Director of Finance to oversee the legal and accounting aspects of the Thailand Representative Office.
- Ensure compliance with local regulations and company policies, reporting any issues or discrepancies promptly.

2.2 Withholding Tax and Related Matters:

- Assist in preparing accurate withholding tax reports and related financial documents for clients and employees.

- Liaise with relevant authorities to ensure timely submission and compliance with withholding tax regulations.
- Create and review Corporate Income Tax forms (PND 53, PND 1, PND 3, etc.) and PP30 and check Input Tax and Output Tax

2.3 General Coordination Assistance with the Company's Annual Audits:

- Provide valuable support during the annual audit process,
- Assist in preparing necessary financial documents and schedules required for the Thai and group audits.

3. Contributing to Client Projects

We encourage employees to feel empowered to raise their hands and step up to identify new challenges and opportunities. ACE Partners is a platform for our employees to learn and to explore and develop their skillsets. We encourage our team members to acquire new expertise and develop their knowledge in energy sector issues, and employee-generated ideas and initiatives can not only help the company but also support employees' career growth.

Minimum Qualification Requirements

- Degree in Finance, Accounting, or a related field and professional accounting qualification.
- Minimum 5 years experience at intermediary to management level that demonstrates:
- Strong understanding of finance and accounting principles
- Assistance in preparation, analysis and presentation of management and statutory reporting
- Exposure to international accounting and consolidations.
- Strong Knowledge of International Financial Reporting Standards (IFRS)
- Excellent organizational skills with a keen eye for detail
- Strong analytical insight, problem-solving abilities, and ability to link operational to financial performance
- Strong communicator with effective communication skills, both written and verbal (English)
- Ability to work independently and collaborate with a diverse team
- Systems oriented and Process-driven
- Experience in XERO preferred
- Big 4 background and or Audit experience is preferred
- Having experience in BOI is a bonus
- Proficiency in using financial software and MS Office applications, especially Excel, and Xero

Reporting

The Senior Accountant will report to the Director of Finance and Compliance.

Period of Performance

Start Date: As soon as possible

How to Apply

Please submit your application in the form of a **CV and Cover** Letter by November 24th to info@asiacleanenergypartners.com