Position: Accounting and Admin Officer  
Organisation: Silot  
Location: Thailand

Company Summary

Silot is a Fintech company headquartered in Singapore, with an R&D center in Beijing, China. We are re-defining the future landscape of Fintech industry by connecting data and function silos, which empowers financial institutions for next-generation efficiency and capabilities, with the immersion and injection of AI and Blockchain.

Our mission is to connect and empower financial institutions, global merchant businesses and everyone through data optimisation and analytics, Blockchain technology and artificial intelligence. We love creating new technologies from existing blocks such as payments, marketing, and finance. We truly believe that by building products that serve the intersection between technology and humanity would greatly enable the world to be more connected and inclusive.

The people at Silot have previously helped grow Baidu, PayPal, Alibaba, Citigroup, Standard Charted Bank, Garena, Tencent, First Data and Lenovo in South East Asia, China, and the USA.

Job Description

- Coordinate for all related person in Silot Co. Ltd., its parent company Silot Pte. Ltd., related partner companies, and other parties
- Prepare with management for the internal work process
- Arrange travel and accommodations, expenses
- Daily office routines such as answer call, reply email, filing documents and etc.
- Arrange, submit, follow up documents from related departments, BOI filing, Tax filing, quotations, PO, invoices, receipts, etc.
- All accounting and finance functions:
  - Book-keeping
  - Monthly closing, AR, AP
  - Prepare statutorily financial statement and work closely with auditors and external parties on financial and accounting issues
  - Cooperate with external audit company to complete the financial audit
  - Cooperate with external accounting firms to process tax filing
  - Other tasks as assigned.

Job Requirements

- Bachelor’s or Master’s degree in Administration and/or Accounting
- Minimum 3-5 years experience in similar position
- Independent, meticulous and good analytical mind
- Able to work under pressure with good attitude
- Experience in auditing would be an added advantage
- Able to communicate in English and/or Mandarin

Application

To apply, please submit your detailed resume at https://silot.bamboohr.com/jobs/view.php?id=36.

Only shortlisted candidates will be notified.