

Confidential: Hand Deliver is required

End of
Retention

Information
Classification

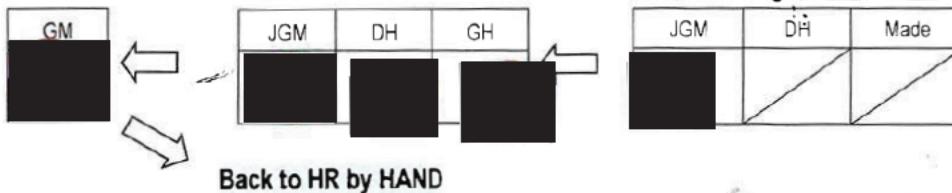
MB

Date made: 30 JUN 2025

Date made: 30 June 2025

Human Resources Division

Division in Charge AC



Internal Kyogi for External Recruitment

1. Candidate/ Conditions to Offer

Name-Surname:	[REDACTED]
Division / Group:	[REDACTED]
Position Title:	[REDACTED]
Job experience:	10 - 15 years of related experience in financial banking, insurance and auditing industry

2. Basic Job Description

- (1) Ensure efficiency of accounting control and reporting on Bank's Financial Statements, taxation and other financial matters to related authorities.
- (2) Support management to improve the branch by assisting in the presentation of Business plan and result checking.
- (3) Control the preparation & usage of all tax records and information required for the proper completion of tax returns.
- (4) Control the reconciliation of all the types of accounts and investigation of irregular transactions.
- (5) Co-ordinate with the relevant divisions to assist in terms of either tax or accounting issues.
- (6) Co-ordinate with Head Office staffs in settlement work and accounting issues.
- (7) Manage and supervise staff in division to run the related job smoothly.

3. Opinion

She has over 15 years of experience within banking and auditing.

She has good knowledge in Accounting Operation, Accounting Governance and BOT reporting and Taxation.

She has certificate: CPA.

She has good communication skills, clear and concise with good English skills that can support team.