

## Job Detail

Staff Level

Position Title	Assistant Accounting Manager - Medical Device - Up to 13mil
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Finance/Accounting - Accounting
Industry	Medical devices
Location	Asia Japan Tokyo
Job Description	<p>This is an Assistant Accounting Manager role for a leading scientific research company. You'll ensure the accuracy of financial records, handle accounting and tax tasks, and work independently in a flexible, hybrid work environment.</p> <p>Description</p> <ul style="list-style-type: none"><li>* Ensure accuracy and integrity: Prepare financial reports (monthly, quarterly, annual). Handle daily, weekly, and monthly reports on sales, cash flow, and various financial packages.</li><li>* Accounting and tax support: Process AR/AP transactions, manage expense reports, handle intercompany transactions, and create supporting documents for tax filings.</li><li>* Independent and accountable: Work independently on tasks for one of the three business units, requiring strong initiative and ability to meet deadlines.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Technical Skills:<ul style="list-style-type: none"><li>* Experience with AR/AP (Accounts Receivable/Payable)</li><li>* Solid understanding of accounting principles</li><li>* Proficiency in ERP accounting systems like Oracle or SAP</li></ul></li><li>* Personal Qualities:<ul style="list-style-type: none"><li>* Self-motivated and thrives in an independent work environment</li><li>* Ability to handle tight deadlines and deliver high-quality work</li><li>* Excellent communication skills (written and spoken Japanese essential, English fluency a plus)</li><li>* Strong attention to detail and accuracy</li></ul></li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Competitive Salary: The budget mentions up to 13.2 million yen annually, indicating a competitive compensation package.</li><li>* Flexible Work Schedule: The company boasts a highly flexible work environment with non-core hours and a hybrid work model (3 days remote work). This allows you to structure your work hours for optimal work-life balance.</li><li>* Team Culture: The team seems to be relatively small, potentially fostering a close-knit work environment where building strong relationships with colleagues is possible.</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Hai Le at +81 3 6832 8623.</p>
Company Info	This hiring company is a frontrunner in the field of scientific research, providing cutting-edge instruments and solutions that aid scientists in their endeavors. Their focus is on life sciences, aiming to unlock the complexities of biological systems.
English Level	Daily Conversation Level (TOEIC 475-730)

Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 10000K - JPY 14000K

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