

Job Detail

Manager Level

Position Title	[Foreign company headquarters × Accounting and Finance Manager] Finance Manager / Annual salary 7 million to 7.4 million yen / @Minato Ward
Recruiter Company	Job Impulse Japan K.K
Company Name	Company name is private
Activated / Updated	2024-06-05 / 2024-06-05
Job Type	Finance/Accounting - Accounting Finance/Accounting - Accounting/Finance Executive - Manager (Administration)
Industry	Other
Location	Asia Japan Tokyo
Job Description	<p>We are a young company that was established 8 years ago, and we started to handle accounting and financial processing in-house a few years ago.</p> <p>There are still many new initiatives and areas for improvement, so this is a position where you can play an active role as a Finance Manager while actively making improvements.</p> <p>You will also be attending meetings and conferences with the global team, so we are looking for someone who can speak English at a business level.</p> <p>[Major duties]</p> <ul style="list-style-type: none">- Summarizing monthly and final accounts, creating reports, reporting, etc.- Understanding cash flow, financial planning, fundraising- Formulating annual budgets, etc.- Payment management- Accounts receivable management- Reporting and presentations at shareholder meetings (Japanese and English)- Other financial accounting-related and associated tasks and support for other departments- Managing subordinates (2 people)
Company Info	<p>This is a joint venture between a domestic pioneer in building maintenance and two global leaders in comprehensive facility management.</p> <p>Utilizing the know-how and networks of both companies, we operate a comprehensive facility management business, including cleaning, security, and equipment procurement, for factories and offices across Japan.</p> <p>This has enabled us to offer more services, improve quality, and achieve more stable transactions than ever before.</p>
Working Hours	9:00-18:00 (8 hours actual work) *Flexible work and telecommuting available
Qualifications	<p>[Required skills]</p> <ul style="list-style-type: none">• Experience in financial accounting (Senior Accountant level is preferable)• Experience in company-wide accounting• Intermediate PC skills (Word/Excel/Outlook/Powerpoint, etc.)• English skills (communication skills in business situations are essential)• Supervision, leadership, and management skills

	<ul style="list-style-type: none"> • Experience using accounting software
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Chinese Level	None
Salary	JPY - Japanese Yen JPY 7000K - JPY 7500K
Salary Description	<p>Monthly salary of 500,000 to 530,000 yen (annual salary of 7,000,000 to 7,400,000 yen)</p> <p>Bonus system twice a year</p> <p>Full transportation expenses covered, health insurance, welfare pension insurance, employment insurance, nursing care insurance (for those aged 40 to 65), paid vacation, retirement benefits system</p>
Holiday Description	<p>Five-Day Workweek</p> <p>Winter Holidays</p> <p>Paid Holidays</p>
Job Contract Period	Full-time employee (management and supervision) Trial period: 3 months (same conditions)
Nearest Station	Minato Ward, Tokyo