

## 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"> <li>- Summarizing monthly and final accounts, creating reports, reporting, etc.</li> <li>- Understanding cash flow, financial planning, fundraising</li> <li>- Formulating annual budgets, etc.</li> <li>- Payment management</li> <li>- Accounts receivable management</li> <li>- Reporting and presentations at shareholder meetings (Japanese and English)</li> <li>- Other financial accounting-related and associated tasks and support for other departments</li> <li>- Managing subordinates (2 people)</li> </ul>
Company Info	<p>This is a joint venture between a domestic pioneer in building maintenance and two global leaders in comprehensive facility management. 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. This has enabled us to offer more services, improve quality, and achieve more stable transactions than ever before.</p>
Working Hours	<p>9:00-18:00 (8 hours actual work)</p> <p>*Flexible work and telecommuting available</p>
Qualifications	<p>[Required skills]</p> <ul style="list-style-type: none"> <li>• Experience in financial accounting (Senior Accountant level is preferable)</li> <li>• Experience in company-wide accounting</li> <li>• Intermediate PC skills (Word/Excel/Outlook/Powerpoint, etc.)</li> <li>• English skills (communication skills in business situations are essential)</li> <li>• Supervision, leadership, and management skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience using accounting software</li> </ul>
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