

## 求人情報

スタッフレベル

ポジション名	Assistant Accounting Manager - Medical Device - Up to 13mil
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-05-02 / 2024-05-02
職種	財務/会計 - 経理
業種	医療機器メーカー
勤務地	アジア 日本 東京都
仕事内容	<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>
企業について(社風など)	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.
英語能力	日常会話(TOEIC 475-730)
日本語能力	流暢 (日本語能力試験1級又はN1)
年収	日本・円 1000万円 ~ 1400万円