



FP&A

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

Italian Luxury Fashion Brand

Job ID

1457490

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2024 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Help FP&A manager in extracting and filing monthly reporting;
- Creation, check and circulation of monthly deviation file to each department;
- Liaise with each department to obtain comments on major deviations;
- Help FP&A manager in the planning process (one Budget and two revisions) by:
 - Preparation and circulation of Excel file for the gathering of new figures from each department;
 - Ensure deadlines are met among each department;

- Data validation and plot into one database;
 - Upload into the system new figures.
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- 月次締め関連資料の抽出及び準備
 - 月次締め並びに予算等との比較表の準備及び配信
 - 各部門からの月次締め比較表のコメント収集
 - プランニング作業の為、FP&A マネージャーの援助：
 - 各部門へのエクセルファイル配信及び収集
 - 各部門が締め切りを厳守する確認
 - 情報の確認及びデータベースへの集計;
 - 確定された情報をシステムに入力

[REQUIREMENTS]

Mandatory:

- 3+ years of experience in FP&A/Controlling;
 - 3+ years of experience of planning and reporting systems;
 - Strong command of Excel (management of large database, reports editing, etc)
 - Good command of Word;
 - Good English writing skills;
 - Accounting basics knowledge;
 - Ability to work in complex organisation.
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- 3年以上の FP&A 及びコントロール経験
 - 3年以上のプランニング及びレポート関係経験
 - 上級エクセル能力（レポート作成、大きなデータベース管理、ピボットテーブル作成等々）
 - 中級ワード能力
 - 中級英語力（読み書きは必須）
 - 中級会計基準知識
 - 複雑な組織にも業務遂行

Desirable:

- Experience in retail industry;
 - Knowledge of PowerPoint.
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- 小売業界での経験
 - PowerPointのスキル
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