



## Accounting & Finance Reporting specialist

### Job Information

**Recruiter**

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

**Hiring Company**

Global financial service provider

**Job ID**

1457497

**Industry**

Other (Banking and Financial Services)

**Company Type**

Large Company (more than 300 employees)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

November 11th, 2024 02:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**[JOB RESPONSIBILITIES]**

- Preparation of the monthly, quarterly and annual financial reporting and assist the preparation of consolidated financial statements under JGAAP.
- Working closely with the external auditors and IPO consultants to prepare the annual securities report in compliance with the requirements under Financial Instruments and Exchange Act (FIEA).
- Support J-SOX implementation
- Support grant reporting

- Support financial reporting of group companies under IFRS.
- Examining expense claims by vendors and employees
- Preparing journal entries, maintaining ledgers and reconciling accounts
- Invoicing and performing intercompany reconciliation.
- Managing remittance and related functions for all banking accounts
- Assisting tax filing and tax payment
- Cooperating with other departments to provide necessary information for project management, budget analysis etc.
- Other ad-hoc activities and tasks as assigned.

**[REQUIREMENTS]**

- Understand and agree with our vision, mission, goals, and values.
- Share and exemplify our Guiding Principles and high level of ethical behavior and trustworthiness.
- 5+ years of experience in accounting or financial reporting in compliance with JGAAP /IFRS preferred. The experience in an IPO preparation company or publicly listed company, and IFRS experience are plus.
- Being a Certified Public Accountant is a big plus. The Official Business Skills Test in Bookkeeping 2nd grade or above (日商簿記 2級以上) is a plus.
- Be passionate, aspirational, and highly motivated to commit to the goal achievement even in difficult situation.
- Strong interpersonal and communication skills
- Fluency in English and Japanese
- Proficiency in Microsoft Excel or Google Spreadsheet

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**Company Description**