



Executive Accountant

Job Information

Recruiter

[Advisory Group K.K.](#)

Job ID

1465642

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 8.5 million yen

Refreshed

April 4th, 2025 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Key Duties and Responsibilities

The following duties and responsibilities generally refer to tasks if not specified otherwise.

Financial Reporting

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 2 Accounting & Administrative Tasks

Examining expense claims by vendors and employees

Preparing journal entries, maintaining ledgers and reconciling accounts for Japan and Singapore entity

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

Required Skills

Share and exemplify the Company's Guiding Principles and high level of ethical behavior and trustworthiness

Over 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

Company Description