



## Finance and HR Administrative Manager | 財務・人事アドミンマネージャー

シンガポール本社とやり取りで英語力活かせます

### Job Information

#### Hiring Company

Recycle Point Tokyo KK

#### Job ID

1465952

#### Industry

Other

#### Job Type

Permanent Full-time

#### Location

Tokyo - Other Areas, Hachioji-shi

#### Salary

6 million yen ~ 7.5 million yen

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Refreshed

June 27th, 2024 08:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

#### Closure of full set of accounts which includes

1. Update the entries on purchases, sales, payment, receipts, payroll and journal entries into SAP system
2. Carry out bank reconciliation
3. handle petty cash
4. Stock count to ensure tally with system on quarterly and yearly basis
5. Corporate tax and withholding tax submission
6. Treasury management includes forecast of weekly cash flow, ensure sufficient liquidity, admin banking matters
7. Generate monthly management report; Profit or loss and Balance Sheet to management
8. System administrator for SAP
9. Ensure compliance with statutory requirements and submit the necessary report if required.
10. Any other ad hoc tasks.

**HR matter includes**

1. Recruitment
2. Process payroll

**Admin matter includes**

1. Office admin

**Salary range**

From JPY6,000,000 to JPY7,500,000 depending on the qualification and experiences.

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**Required Skills**

- Accounting qualification with at least 5 years of accounting experiences, aided with HR experience is beneficial
  - Meticulous, attention to detail and organised
  - Independent worker as well as a good team player
  - Highly self-motivated with a positive attitude towards learning
  - People oriented with some supervisory skill
  - Able to communicate in English with HQ
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**Company Description**