



## Assistant Business Controller | 10M

**WFH days, global career openings etc.**

### Job Information

#### Recruiter

iWill Capital G.K.

#### Hiring Company

Global leading manufacturer of mining and infrastructure equipme

#### Job ID

1473208

#### Division

Accounting & Finance

#### Industry

Other (Manufacturing)

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

Majority Japanese

#### Job Type

Permanent Full-time

#### Location

Kanagawa Prefecture

#### Salary

9 million yen ~ 10 million yen

#### Work Hours

9 : 00~17 : 30 (うち、休憩60分)

#### Holidays

(休日): 土、日、祝日

#### Refreshed

September 6th, 2024 05:00

### General Requirements

#### Minimum Experience Level

Over 3 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

As Assistant Business Controller you will be reporting to the Regional Business Controller. The scope of the work focus on the activities for the local sales company in our Japan branch.

The areas of responsibility includes an overall responsibility for the local finance function (covering the accounting tasks, tax-reporting, credit control, bank structure, external audit coordination etc.).

In the role you will also be supporting the Management team in proactively driving the business from a business control perspective. An important part of the role will be liaisons with management at divisional level and group functions.

### Responsibilities and Objectives

- Ensuring that the accounting tasks are performed accurately and on time.
- Ensure that local tax reporting requirements are performed, following up with and collaborating with the consultant supporting the local tax filing.
- Oversee the banking tasks at the entity, being the main point of contact for the core and local bank used.
- Review the local accounting tasks, confirming that adequate internal control procedures are in place.
- Take on the credit control tasks for the entity.
- Accommodate external audits and group internal audits, coordinating these tasks for the entity. Also lead tasks as annual self-assessment and risk assessment on instructions of the group internal control function.
- Review and approve the Monthly, Quarterly and Yearly reporting in the group reporting system (ECS), and ensure on time reporting with good quality.
- Prepare month-end adjustments, follow the result and ad-hoc issues in order to achieve well managed figures for the reporting.
- Proactively report the financial result to the Regional Business Controller and Regional General Manager, supporting in the preparation for divisional business reviews.
- Perform periodical review of the Balance Sheet Reconciliation.
- As needed participate in ad-hoc projects such as for investment applications or system implementations.

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## Required Skills

### Experience Requirements

- Solid background in Finance / Accounting (+5 years). Earlier experience in business control is a plus
- Experience of working in an international environment and with group reporting.
- Experience in people management (and management of staff).
- Experience of ERP systems and ERP roll-outs a plus.

### Knowledge

- Strong general accounting skills, being well acquired to both Japanese accounting standards and knowledge in IFRS.
- Fluent in Japanese is a must.
- Strong English skills, for communication both orally and written.
- Advanced level for Excel.

### Education Requirements

- University degree in finance or accounting.

### Personality requirements

- Able to work against fixed deadlines and complete the reporting tasks on time.
- Ability to lead and motivate others.
- Good planning and personnel management skills.
- Analytical mindset.
- High level of commitment towards the work.
- Proactive and able to take-on and manage new tasks.
- Strong cooperation and communication skills.

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## Company Description