



THE PENINSULA
HOTELS

Finance Manager | 経理・会計・財務全般 | 英語力を活かせる環境

サービス業界（ホテル・ラグジュアリー）経験尚可！FMCG・リテール業界も歓迎

Job Information

Hiring Company

[The Peninsula Tokyo](#)

Job ID

1473486

Industry

Hotel

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8.5 million yen ~ 10 million yen

Refreshed

July 16th, 2024 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The Peninsula Hotels is a world class luxury hotel, offered luxurious personalized and high standards of hospitality. We committed to delivering sustainable luxury and positively impacting the local communities. All Over the world, The Peninsula brand is synonyms with glamour and style. Our hotels, located in the world's most exciting cities, offer stunning facilities, world' class service and a unique combination of tradition and innovation.

The Peninsula Tokyo was opened in 2007, over the year we have grown from 100 to 500+ employees, representing 32 different nationalities, with 25% of total employees being foreign nationals.

Job Purpose:

This position is accountable for supervising and maintaining overall control of the Accounting Financial Management Systems as it relates to regularity, accuracy and the efficiency of the day-to-day work.

Key Accountabilities:

- To be responsible for an efficient and effective day-to-day work routine
 - Ensure a proper month-end closing with timely preparation of accurate financial statement and reports.
 - To assume the duties and responsibilities of the Assistant Director of Finance during his temporary absence from the hotel.
 - Verify the daily bank deposits to the cash received.
 - Review AP invoices are coded to the correct account codes and are documented by a PO and receiver's signature.
 - Ensure timely payment of all vendors. Review the AP aging and resolve all overdue accounts.
 - Prepare the business related tax returns (corporate tax, consumption tax, property tax, business place tax and withholding tax) and ensure payment is process in a timely manner to take advantage of any discounts offered, cash flow permitting based on discussion with Director of Finance.
 - Prepare all month-end entries. Review the results with Assistant Director of Finance investigating variances to budget.
 - Ensure all bank accounts and other Balance Sheet accounts are reconciled monthly. Investigate outstanding items, follow-up to clear them prior to next month-end.
 - To assist in the preparation of special statistical reports which may be required by local management, government authorities and area office.
 - To be fully acquainted with the Peninsula accounting system, its policies and procedures and those of the hotel.
 - To ensure that an organized, up-to-date filing system is maintained for all pertinent financial records.
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Required Skills**Requirements:**

- Minimum 5 years of experiences in Finance, Accounting.
- Experience in luxury hospitality industry is strongly preferred
- Business level proficiency in both English and Japanese language
- Strong communication and interpersonal skills

Benefits at The Peninsula Tokyo

- On-site meals, beverages, and snacks at Employee Restaurant (3 meals per day)
 - Complimentary Dry Cleaning (Business attire)
 - Complimentary and discounted room nights at all Peninsula properties.
 - Restaurant, Bars and Boutique and Cafe Discount (25%)
 - Global Internal transfer program and Cross-Exposure Learning Program to other Peninsula properties.
 - Overseas English language training program
 - Flexible Paternity and Maternity leave program
 - Health and Wellness events for Employee
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Company Description