

Accounting Officer

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Job Information

Recruiter

Michael Page

Job ID

1484545

Industry

Investment Banking

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥2000 - ¥2100

Work Hours

9:00 - 17:30 (minimal overtime expected)

Refreshed

June 26th, 2024 16:08

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

You will be tasked with joining the accounting team at an investment banking company. This position will require experience working as a corporate accountant preferably with Yayoi-kaike accounting system.

Client Details

The client is a Japanese subsidiary of a Swiss-based asset management bank. They provide investors with investment and management services for both alternative and traditional assets.

Description

- Perform accounting tasks (e.g., fund management fees, personnel expenses, depreciation of fixed assets, daily expenses).

- Coordinate with external accounting firms for monthly sales recording and settlement tasks.
- Handle expense reimbursement.
- Tasks may change according to company needs and suitability.

Job Offer

- Competitive salary
- Minimal overtime expected (there is some overtime expectations during the annual closing period)
- Social insurance
- Employee insurance
- Medical insurance
- Paid annual leave after 6 months of work
- Commuting fee paid

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.

Required Skills

- Experience with Yayoi Accounting software.
- Proficiency in Excel.
- Bookkeeping Level 2 or higher.
- Ability to read and write English (monthly reporting).

Company Description

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