



【ドイツ本社】 経理スタッフ・ACCOUNTANT, APAC | 5年以上の経験者、会計の知識と簿記の経験必須

海外事務所との連携で英語力活かします！

Job Information

Hiring Company

ARRI Japan KK

Job ID

1485163

Industry

TV, Radio, Media

Company Type

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

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 5.5 million yen

Refreshed

July 10th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- Responsible for payment processing and monthly accounts closing in Japan
- Handle recharge to headquarters, Clay Paky and other APAC subsidiaries
- Prepare forecasting and budgeting on operating expenses by preparing an annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise in Japan
- Handle statutory audit and complete year-ended reporting package for Japan
- Perform controlling (CO) month-ended closing in SAP for each APAC subsidiary
- Cash Reporting in APAC and coordinate payment from APAC to headquarters
- Assist in cost analysis in APAC
- Provide SAP training to the finance team in APAC
- Coordinate with the regional IT department and local IT service provider to manage office IT equipment in Japan
- Working in conjunction with the regional HR manager, providing local HR support in payroll, recruiting, onboarding,

- and training new staff in Japan
 - Provide admin support to Country Manager and staff when required
 - Handle ad hoc assignments in APAC when requested
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Required Skills

- Bachelor's Degree in Business, Finance or Accounting required
 - 3-5 years of related experience
 - Strong analytical accounting skills gained in a stable career
 - Experience of dealing with large data sets with an aptitude for problem-solving
 - Effective communication skills to explain difficult concepts to non-finance colleagues
 - Strong systems skills with proven ability to learn new applications and previous experience using SAP, Access, Excel, and PowerPoint
 - Proven analytical and critical thinking skills
 - Attention to detail
 - Ability to meet tight deadlines under pressure
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Company Description