



Finance Manager

English workplace in beautiful location

Job Information

Hiring Company

[Harrow International School Appi](#)

Subsidiary

Harrow International School Appi, Japan

Job ID

1487002

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Iwate Prefecture, Hachimantai-shi

Salary

6 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours per week

Holidays

40 days per year (all leave including national holidays)

Refreshed

July 24th, 2024 08:08

Application Deadline

August 12th, 2024

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Other Language

Chinese (Mandarin) - Daily Conversation

Chinese language would be useful but not a requirement.

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Accounting:

1. Responsible for all the accounting vouchers collection, authenticity verification, and documentation; To ensure compliance with the internal control policies and the statutory reporting requirements of all financial transactions.
2. Responsible for processing payments, including employee reimbursements.
3. Tuition and other school fees billings and manage accounts receivables.
4. Preparation of financial reports on time; assisting in Financial analysis; budgeting.
5. Cooperate the school operation team with the inventory management and the fixed assets management.
6. Actively engage in various audit and reviews projects for statutory reporting and management reporting purposes.

Taxation:

1. Conduct statutory filing with regularity, assist the headquarters in tax planning at a broader level.
2. Liaison with the local authorities and the related local authorities in the effort of compliance
3. Assist the annual tax declarations in a timely manner.
4. Work closely with the HR/Payroll department to ensure staff taxation is dealt with smoothly and efficiently.

Treasury:

1. Conduct the bank account opening and be a liaison to the local banks.
2. Assist day-to-day fund management, including bank reconciliation and cash-position reporting, and initiate the cash flow forecast.
3. Ad hoc assignments as required by the Head of Finance or other member of the Senior Leadership Team.

Required Skills

1. Bachelor's degree in Accounting, Finance or Financial Management preferred.
2. Three years of accounting or financial related working experience.
3. Strong data analysis skills.
4. Fluency in Japanese essential, with intermediate level English required.
5. Capable of handling multiple tasks in a fast-paced environment.
6. Designations such as CPA, CTA, CMA is an asset.

Benefits

- Heavily subsidised accommodation provided
 - Annual bonus of up to one months' salary
 - Winter sports equipment and lift passes provided
 - Free use of resort facilities including onsen
 - Free use of school facilities e.g. pool, gym etc
 - Return shinkansen tickets to Tokyo
 - Meals provided during term time
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Company Description