

**【1100～1300万円】 RTR Stat Lead Manager**

大手外資系メディカルでの募集です。財務のご経験のある方は歓迎です。

## Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

大手外資系メディカル

**Job ID**

1487775

**Industry**

Pharmaceutical

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

11 million yen ~ 13 million yen

**Work Hours**

08:45 ~ 17:30

**Holidays**

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 ※初年度有給休暇は...

**Refreshed**

January 31st, 2025 13:01

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

【求人No NJB2187850】

## Job Description

This position reports into the Regional Accounting Manager JAPAC is responsible to support the US GAAP and Local statutory GAAP accounting and reporting processes for Japan. This position needs a person with 'can do' hands on attitude and ability to work with multiple stakeholders planning and execution of local statutory audits or any other statutory reporting requirements.

**■R2R Responsibilities**

- Work closely with Commercial Finance the Accounting COE the BPO and others to ensure compliance with company accounting and operational guidelines as well as US and local statutory GAAP
- Research and resolve technical accounting issues and review financial and accounting analysis involving complex transactions in a variety of areas
- Interpret and roll out accounting policy/standards including application of US GAAP (e.g. revenue recognition pension accounting etc.)
- Support development and standardization of Accounting policies and procedures
- Ensure ongoing compliance with Accounting policy and procedures
- Monitor internal control compliance in the region
- Play a critical role in the preparation of US GAAP financial statements. Activities include but are not limited to compiling information for disclosures in accordance with U.S. SEC reporting requirements
- Manage coordinate and review the monthly quarterly and yearly financial close process
- Manage coordinate and review the Balance Sheet planning process (Updates Plan)
- Oversee the monthly DSO and Balance Sheet Commentary
- Review key account reconciliations
- Perform reserve and impairment analyses (e.g. receivables inventory intangible assets etc.) in accordance with corporate policy
- Review changes to chart of accounts
- Perform periodic balance sheet account reviews at a country level
- Initiate process improvements and quality reviews to simplify and improve productivity
- Assist as needed in the statutory reporting process
- Liaison with external auditors and actuaries
- Lead ad key strategic projects as needed
- Work closely with personnel in all departments to ensure compliance with company accounting and operational guidelines in accordance with local GAAP
- Work closely with the Finance Director/s of assigned affiliate/s to ensure high quality of the ledgers and full compliance with Accounting Policies
- Propose and implement initiatives aimed to improve efficiency and quality of the process

**■Statutory accounting responsibilities**

- Preparation of statutory financial statements including notes to accounts
- Participate/ review US GAAP month close process with primary focus to identify adjustments necessary for local GAAP:
- Regular reconciliation of US and local GAAP ledgers to ensure integrity of data
- Perform local GAAP adjustments
- Identify and perform adjustments needed for additional disclosures (T E Payroll benefits etc)
- Maintain local GAAP balance sheet reconciliations
- Conduct balance sheet reviews periodically
- Prepare and distribute reports to key contacts
- Interpret and roll out local accounting policy/standards
- Prepare Standard Operating Procedures Flow charts to ensure local GAAP requirements are documented and necessary processes are in place.
- Co ordinate Statutory audits:
- Support Finance Director in execution of local statutory audits
- Plan and co ordinate audit schedule with external auditors service providers (if any) and internal departments
- Execute audit plan by ensuring timelines are met.
- Establish escalation protocol monitor and report audit progress.
- Manage the Statutory calendar
- Support the process of local tax provision calculation and income tax return
- Perform miscellaneous reporting filings (e.g. statistical reporting)
- Identify and implement improvement opportunities in the area of direct responsibility (compliance quality and process efficiency)

**■Tax responsibilities**

- First point of communication for all direct and indirect tax matters
- Work closely with third party service providers and Tax Centre of Excellence to plan and support tax compliance activities
- Communicate compliance timetable and deliverables to all stake holders
- Ensure inputs required for tax return preparation are received reviewed and submitted timely.
- Follow up on any missing information perform defined checks and reconciliations
- Track adjustments needed based on filed returns perform journal entries to ensure ledger balances tie to returns
- Investigate issues encountered during return preparation identify and fix process / system gaps
- Ad hoc assistance on VAT related matters (audits questions tax authorities tax coding questions ad hoc checks and reconciliations)
- Oversee and track tax payments receipts to avoid delays to avoid financial and reputational risk.
- Ensure accurate and consistent accounting of all taxes

**Manager RTR Stat Lead Japan**

- Review and sign off all tax related balance sheet accounts reconciliations prepared by third party provider (BPO) .
- Co ordinate with Tax Centre of Excellence of any other tax accounting related activities.
- Identify and implement improvement opportunities in the area of direct responsibility (compliance quality and process efficiency)

Reports to: Regional Accounting Manager based in Singapore

**Required Skills****■Systems**

- SAP
- Hyperion
- Reconciliation Tool (desirable)

- MS Office

**■Business Knowledge**

- Chart of Accounts
- Sox Policy
- Intercompany Transaction Policy
- Treasury Policy and Banking Systems
- Business Process Corporate Policy (compliance completeness)
- Financial Data Flows
- Understanding end to end process for P2P R2R and OTC.

**■Technical Knowledge**

- Advanced Accounting
- Financial Statement Analysis (variance analysis)
- Cost/Inventory Accounting
- US GAAP and/ or IFRS

**■Qualifications**

- Bachelor's degree in Finance or Accounting; CPA or MBA a plus
- Minimum 16+ years of experience in accounting or finance
- At least 3 4 years of experience in managerial positions
- Audit background a plus
- Proficient in reading / interpreting financial statements and analyzing performance
- Strong analytical problem solving and interpersonal skills
- Strong written and verbal skills enabling effective communication with all levels of management
- Individual must be self motivated with great follow up skills and be able to work independently
- Strong organizational skills required to coordinate and manage across multiple organizations processes and initiatives
- Ability to succeed in a fast paced and changing environment
- Experience in pharma industry would be an asset

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**Company Description**

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