



Michael Page

www.michaelpage.co.jp

Financial Analyst - Utilize Power BI and Automation skills!

Financial Analyst

Job Information

Recruiter

[Michael Page](#)

Job ID

1490013

Industry

Insurance

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 9th, 2024 15:47

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description

This role involves managing invoicing and reporting requirements using Excel and ERP systems, with a focus on automating processes through tools like Power BI. The position requires strong communication skills in both Japanese and English and occasional business travel.

Client Details

The company is a global leader in technology protection and support services, providing innovative solutions for device protection, repair, and technical support. With a presence in multiple countries, the company offers comprehensive coverage plans and support services for a wide range of consumer electronics, including smartphones, tablets, and home appliances. The company is known for its customer-centric approach, delivering fast and efficient service to millions of users worldwide. Its services are backed by cutting-edge technology, a skilled workforce, and a commitment to helping customers stay connected and productive.

Description

Key Responsibilities

- Serve as the Point of Contact (POC) for partner Invoicing and Reporting requirements.
- Prepare monthly invoices using Excel and ERP (D365) data.
- Analyze and document process improvement requirements for automation.
- Collaborate with various teams to automate invoicing processes using tools like Power BI.
- Support communication between the Global IT team and stakeholders in Japan.

Job Offer

Travel

- Occasional Travel to Shizuoka needed.

Additional Benefits

- Hybrid - required 2 days in office, 3 days at home
- Paid Company holidays.
- Paid Overtime.
- Supporting one of Japan's largest mobile phone companies, an exciting opportunity for anyone wanting to build experience and wanting to grow their reputation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tom Williams at +81 3 6832 8664.

Required Skills

Required Skills and Knowledge

- Proficiency in MS Excel.
- Experienced in Power BI. (or similar tools)
- Experienced in Dynamics 365. (in particular 2009, 2012, or similar tools)
- Experience in integrating analytical information.
- At least seven years of relevant experience or a degree in business studies, business administration, database, information technology, or a related field.
- Strong communication and stakeholder relationship skills.
- Fluency in Japanese and English.

Required Competencies

- **ERP and financial management software experience.** SUN or Cognos experience is an advantage;
- **Adaptability/Flexibility** - Successful performance in changing environments, positive attitude to change, willing to use new techniques, modifies behaviour successfully in response to change;
- **Attention to detail** - Follows established procedure, develops systems to check accuracy such as checklists;
- **Sustainability and Accuracy** - Maintain routine works in a timely manner at all times;
- **Teamwork** - Actively encourages a team culture, provides honest and constructive feedback, performs own team duties responsibly and effectively, builds trust, actively listens and checks understanding;
- **Pressure tolerance** - Maintains performance under pressure, manages stress, identifies ways to reduce work stress, use appropriate coping mechanisms;
- **Internal customer service** - Actively listens and seeks information, identifies internal customer need and checks understanding, builds rapport, develops relationships with key internal customers, confidence in building relationships at all levels;
- **Able to work independently.**

Required Qualifications

- Boki 3 or above required

Company Description

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