



## Assistant Accountant [international team]

**Excellent company culture**

### Job Information

#### Hiring Company

[Weave Living Japan K.K.](#)

#### Job ID

1499514

#### Industry

Property Developer, House-builder

#### Company Type

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

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Chiyoda-ku

#### Salary

4 million yen ~ 6 million yen

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Holidays

20 paid Annual Leave

#### Refreshed

November 15th, 2024 12:00

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

**Role: Assistant Accountant**

**Location: Based in Tokyo (Otemachi)**

We are looking for a self-motivated team player to join our Finance Team, this role will be based in our Tokyo office.

Candidate with more experience would be considered as Accountant.

**Responsibilities Include:**

1. Maintain the company's books according to generally accepted accounting principles
2. Verify/reconcile all posted transactions on a monthly basis to maintain the integrity of the company's financial records
3. Assist in AR, AP and month-end closing
4. Collaborate with cross-functional teams, including Finance, Operations, and other departments, to gather necessary information for accurate accounting entries.
5. Prepare monthly financial reports, including income statements, balance sheets, and cash flow statements.
6. Assist in the preparation of annual budgets and forecasts, providing valuable insights based on reconciliations and financial data analysis.
7. Support audits from external auditors and local Tax and Statutory authorities as needed, ensuring compliance with tax and accounting standards by providing necessary documentation and support.
8. To assist the Finance Director in various projects/initiatives which may be assigned from time to time
9. Handle ad-hoc jobs as and when required

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**Required Skills****Ideal candidates:**

1. Finance and accounting knowledge
2. Bachelor's Degree in Accounting, Business Administration, Economics, Finance or equivalent is preferred
3. Ideally to have 1-3 years of experience in accounting
4. Japanese: Native level (for non-native: JLPT N1), English: Middle or business level (equivalent to TOEIC 750 and up)
5. Self-starter, cooperation with all cross functions
6. Good communication skills
7. Passionate, Open-Minded

**Benefits:**

- Excellent company culture with ability to work internationally.
- Competitive base compensation and bonus scheme
- International travel potential
- Top-tier medical care coverage
- Company-wide outings and retreats

**About the Company:**

Weave Living is Asia Pacific's leading integrated lifestyle rental apartment developer, owner, operator, and asset manager. Our beautifully designed and professionally managed living options include multifamily apartments, luxury serviced suites, and private studios in wholly owned buildings in prime city centre locations. We pride ourselves in bringing hassle-free city living experience to our residents delivering fantastic value. Our properties are home to global citizens who rave about our fully furnished, design-led living spaces, amazing, shared spaces, state-of-the-art technology, luxury amenities, unmatched service, and most importantly a vibrant community led by our very own brand ambassadors. Focus on sustainability, and creating positive social impact is at the heart of everything we do. We are a portfolio company of leading global private equity firm Warburg Pincus, and work with several marquee institutional investors as JV partners in our residential-for-rent asset management business. Our current AUM on a fully invested basis is c. USD 2 billion with over 1,500 units spread across APAC's key gateway cities. We are rapidly expanding in the region with Japan and Korea as key target markets, to complement our existing presence in Hong Kong and Singapore.

**Interested parties please include a copy of your English CV! Thank you!**

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**Company Description**