

# VISTRA

## Cash Manager Leader or Manager

### Job Information

**Hiring Company**

VISTRA Japan K.K.

**Job ID**

1506979

**Division**

Banking - Financial Services

**Industry**

Other (Consulting and Professional Services)

**Company Type**

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

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

6 million yen ~ 7 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

March 6th, 2025 14:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

\*\*\*We welcome applications from candidates without direct experience in this role. The essential requirements are at least 3 years of personnel management experience and proficiency in Business English\*\*\*

**It's never been a more exciting time to join Vistra.**

At Vistra our purpose is progress. We believe that our clients have the power to change the world and to do great things for

global progress, and we exist to remove the friction that comes from the complexity of global business – to help our clients achieve progress without friction.

But progress only happens when people come together and take action. And we're absolutely committed to building a culture where our people can do just that.

We have an exciting opportunity for you to join our team as Team Leader or Manager. Reporting to the Manager/Head of Department, this full-time and permanent position is based in Japan and offers regional coverage, allowing you to make a significant impact to our Banking – Financial Services Department and its' growth.

#### **Key responsibilities**

1. Oversees daily banking operations, including deposits, withdrawals, and fund transfers.
2. Monitor cash flow and prepare cash forecasts to ensure sufficient funds for operational needs.
3. Manage and reconcile multiple bank accounts.
4. Communicate and collaborate with clients and partners globally.
5. Maintain strong relationships with banks and financial institutions.
6. Handle correspondence with banks regarding transaction issues and banking services.
7. Responsible for all banking related documentation such as account statements, questionnaires, etc.
8. Identify and resolve issues related to disbursements and cash management.
9. Conduct bank visits for vendor payments, salaries, and tax payments.
10. Manage the client's bank book and seals.
11. Provide clients with expert advice on banking services and regulations in Japan.
12. Draft bank account applications and coordinate with banks on account openings and progress tracking.
13. Stay informed on industry trends and best practices in banking and cash management.
14. Identify potential risks and recommend appropriate solutions.
15. Address internal and external issues, escalating to the Manager as needed.
16. Support the senior management with projects and tasks as required.

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#### **Required Skills**

##### **Key requirements**

- Bachelor's degree in Business Finance or Business Administration (preferred).
- A minimum of 2 years of experience in the finance-related industry (preferred).
- Proven ability to lead or manage team resources effectively and build high-morale.
- Excellent interpersonal and communication skills to foster strong working relationships internally and externally.
- Collaborate effectively with team members to achieve common goals and foster a positive work environment.
- Highly organized, with the capability to manage projects from start to finish.
- Exceptional attention to detail and a high level of accuracy in all aspects of work.
- Native Japanese, Business Level English (reading, writing, speaking).
- Proficiency in MS Office Suite (Excel, Word, PowerPoint).

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#### **Company Description**