

MichaelPage

www.michaelpage.co.jp

Accounting & Administration Manager

Accounting & Administration Manager

Job Information

Recruiter

Michael Page

Job ID

1508632

Industry

Bank, Trust Bank

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Refreshed

December 10th, 2024 14:38

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are seeking a dedicated Accounting & Administration Manager at global bank based in Europe. This role involves managing a variety of financial and administrative tasks to ensure the smooth running of operations.

Client Details

A large organisation in the financial services industry. Their global reach extends to various markets, offering a diverse range of services to customers and clients. With a strong focus on innovation and customer service, the company holds a reputable position in the industry.

Description

- Support daily financial controls, accounting operations, and reconciliations
- Support the enhancement of existing processes and procedures
- Support Head Office reporting and relevant analysis
- Participate in HO and/or APAC led projects and fulfil ad hoc assignments.
- Support office/HR administration tasks

Job Offer

- High earning possibility.
- Chance to utilize CPA knowledge and skills.
- Global environment.
- Pleasant office space.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

Required Skills

- 5+ years of relevant experience
 - Degree or above in Accounting disciplines
 - Member of CPA/ACCA or equivalent professional qualifications
 - Good knowledge of financial reporting (IFRS and local JMIS) and corporate and investment banking products/services.
 - Experience in Managerial reporting and Budget & Control.
 - Fluent level Japanese, Business English (Speaking/Writing)
 - Proficient with accounting systems/platforms and financial regulations.
 - Flexible; ok to double-hat or sometimes triple-hat if required due to small team.
-

Company Description

A large organization in the financial services industry. Their global reach extends to various markets, offering a diverse range of services to customers and clients. With a strong focus on innovation and customer service, the company holds a reputable position in the industry.