

**THE  
EXECUTIVE  
CENTRE**

## Senior Finance Manager, Seoul

### Job Information

**Hiring Company**

[The Executive Centre Japan K.K.](#)

**Job ID**

1510916

**Industry**

Other (Hospitality)

**Company Type**

International Company

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Korea, South

**Salary**

Negotiable, based on experience

**Refreshed**

December 25th, 2024 00:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Other Language**

Korean - Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

### Job Description

**- Position: Senior Accountant, Seoul -**

**Pay range**

90KRW + up to 2 months.

**Job Responsibilities**
**Finance:**

- Managing a team.
- Handling bank payment transactions.
- Bank inflow/outflow checking and booking.
- Credit Card payment checking and collection.
- Bank reconciliation - Month-end closing.
- Cash flow statement forecast.

#### **Accounts Receivable:**

- Reviewing new/renewal customer's agreement and issuing an initial invoice/local tax receipt.
- Preparing registration documents for new client.
- Issuing monthly invoices and local tax receipts to the client.
- Ad hoc invoice issuing which requests from sales or operations.
- Sending an unpaid reminder to the client.
- Preparing the client's deposit refund form for the client.
- Support operations and sales team for any questions/requirements related to invoice/local tax receipt payment from the clients.
- Revenue report - Month-end closing.

#### **Accounts Payable:**

- Vendor's invoice booking.
- Petty Cash, staff expense claim form checking and booking.
- VAT tax filing.

### **ABOUT US**

**The Executive Centre (TEC)** opened the doors to the first Executive Centre in 1994 and today boasts over 220+ centres in 36 cities and 16 markets.

The Executive Centre caters to ambitious professionals and industry leaders looking for more than just an office space - they are looking for a place for their organisation to thrive. TEC has cultivated an environment designed for success with a global network spanning Greater China, Southeast Asia, North Asia, India, Sri Lanka, the Middle East, and Australia, with sights to go further and grow faster. Each Executive Centre offers a prestigious address with the advanced infrastructure to pre-empt, meet, and exceed the needs of our ambitious Members. Walking with them through every milestone and achievement; empowering them to succeed.

Privately owned and headquartered in Hong Kong, TEC provides first class Exclusive and Shared Workspaces, Business Concierge Services, and Meetings & Events facilities to suit any business' needs. For more information, please visit: [www.executivecentre.com](http://www.executivecentre.com)

### Required Skills

#### **Job Requirements:**

- Bachelor's Degree in accounting preferred.
- 5 years' relevant accounting & tax experience, ideally in a flexible workspace environment.
- Knowledge of ERP advantageous.
- Strong communication skill in written English & Korean.
- Ability to work in a fast-paced environment.

### Company Description