

**THE
EXECUTIVE
CENTRE**

Senior Finance Manager, Seoul | Korean, English skill needed

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

January 29th, 2025 13:00

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

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