

**Junior Accountant | 財務・経理（ファイナンシャル分析・レポートなど）****Job Information****Hiring Company**[Pico Global Services Ltd.](#)**Job ID**

1515762

Division

Office Administration

Industry

Other (Advertising, PR, Media)

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

Salary

4 million yen ~ 5 million yen

Refreshed

February 21st, 2025 03:00

General Requirements**Minimum Experience Level**

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description**PURPOSE OF THE JOB**

Pico International Ltd is looking for a self-motivated, financially savvy and detailed Junior Accountant to be responsible for the financial analysis and finance operation of the agency.

The ideal candidate is to support our office staff to ensure we have a healthy financial situation at all times. You will be responsible for overall finance matters, and other administrative matters (such as HR / legal / subsidy) as well as creating management-level reports.

The successful candidate for this role should possess excellent communication skills and have prior experience in ERP systems, book-keeping and financial analysis. You will play a key role in supporting the agency through financial matters (eg. hedging / cashflow) to help the agency achieve the overall growth objectives.

ROLE AND RESPONSIBILITIES

- Perform financial analysis and reporting to management as needed
- Perform month-end accounting activities such as reconciliations and journal entries
- Coordinate and work with corporate finance teams (based in HK) to complete assigned accounting tasks within deadlines
- Use computerized accounting systems effectively
- Generate financial reports and statements to Managers for review
- Analyze financial discrepancies and recommend effective resolutions
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management
- Respond to accounting inquiries for management in a timely fashion
- Guide and nurture other accountants when needed
- Assist in budget preparation and expense management activities
- Assist in auditing activities by providing necessary information and preparing requested documentation
- Monitor and record financial transactions according to company policies and regulations
- Review and recommend changes to existing accounting procedures

Required Skills

- at least 3 years of working experience
- At least 1+ years of experience effectively in finance
- Ability to work under pressure and meeting tight deadlines
- Good interpersonal skills, multi-task and ability to follow-up
- Must be fluent in spoken and written English
- Must have native level spoken and written proficiency in Japanese
- Candidate must have a valid working permit in Japan

Functional Competencies

- Self-starter with a hands-on approach
- Resilient with a dare-to-be-different mentality
- Innovative
- Problem-Solving
- Collaboration
- Business Acumen
- Brand Focus
- Global Perspective

Company Description