

# WYNDHAM • DESTINATIONS



## Finance Intern

### Job Information

**Hiring Company**

Wyndham Destinations Japan Ltd.

**Subsidiary**

Wyndham Destinations Japan

**Job ID**

1515812

**Industry**

Hotel

**Company Type**

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

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Intern

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

Negotiable, based on experience

**Refreshed**

April 24th, 2025 14:00

### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### POSITION REPORTS TO:

VP Finance

#### PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)

- Support in ensuring timely, accurate month-end closing and financial reporting
- Assist to support in managing accounting transactions
- Facilitate processing of invoices
- Assist in preparing balance sheets reconciliations
- Assist in financial statements preparations
- Assist in monthly closing of accounts

- Related duties assigned by the management

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## Required Skills

### KEY POSITION CRITERIA:

- Demonstrate intermediate skills and knowledge of Excel, as well as other Microsoft Office applications
- Excellent written and verbal communication skills
- Strong attention to detail and good analytical skills
- Time management and organisational skills
- Excellent interpersonal skills to communicate effectively across the organisation
- Ability to work independently
- Able to read and speak Japanese

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