



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

January 16th, 2025 17:58

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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Company Description