



Finance & Operations Officer | 経理・財務経験1～2年、日商簿記3級をお持ちの方歓迎

1869年に成立した英国発のインターナショナルスクール日本校 | 国際的なカルチャー

## Job Information

### Hiring Company

[Malvern College Tokyo](#)

### Job ID

1516624

### Industry

Education

### Job Type

Permanent Full-time

### Location

Tokyo - Other Areas, Kodaira-shi

### Salary

4 million yen ~ 5 million yen

### Refreshed

March 13th, 2025 02:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Entry Level

### Minimum English Level

Daily Conversation

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### Job Purpose

The Finance & Operations Officer supports the financial and operational functions of the College. He/She coordinates and assists with the day-to-day school office operations, providing administrative and organizational support.

### Main Duties and Responsibilities

- Perform daily, monthly, quarterly and annual accounting and reporting functions;
- Handle day to day finance and accounts operations including fee collection, banking, and expenses reimbursement;
- Support budget monitoring and controls;
- Support the intercompany transactions and balances;
- Prepare timely monthly consolidated financial statements, in-house reports and reconciliations;
- Assist in accounting system implementation;
- Support the development and maintenance of internal control and effective accounting system and policies;
- Support preparing financial statements and interface with joint ventures partners, third party service providers and auditors;

- Support the procurement process by sourcing supplies, comparing prices, and restocking items as needed;
- Help maintain and organize asset inventor to ensure efficient record-keeping;
- Conduct research as required to support operational tasks or administrative projects.
- Organize and maintain files, both physical and digital, to ensure data is well-structured and easily accessible.
- Assist in ad hoc projects and other duties as assigned.

**Key Relationships**Internal

- Finance Manager
- Operations Manager
- MCHK-HQs Finance team
- MCT Administrative and Teaching staff

External

- Service suppliers/ providers;
  - External auditors;
  - Business partners
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**Required Skills****Position Requirements**

- Degree/ Diploma in Finance or Accounting
- Minimum 2-3 years accounting experience with hands-on commercial exposure;
- Relevant experience in audit is advantageous
- Highly developed accounting, analytical and problem solving skills;
- Energetic with good interpersonal skills;
- Detail oriented, flexible, team player, able to meet deadlines and work under pressure;
- Responsible, self-motivated and independent

**Additional Requirements**

- Familiar with Japan accounting practice;
  - Proficiency in MS Office applications including Excel and Word;
  - Familiar with Sage300 preferred;
  - Fluent in Spoken English and Japanese;
  - Experience in international school environment preferred
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**Company Description**