

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
—Walters

【英語を活かす】IBファイナンスアドミニストレーション/ IB Finance Admin

国際バイオ企業にて、IBファイナンスアドミニストレーションの求人がございます。

## Job Information

### Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

### Hiring Company

技術会社

### Job ID

1523995

### Industry

Medical Device

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

6 million yen ~ 8 million yen

### Work Hours

お問い合わせください

### Holidays

完全週休2日制, 土日祝日休み, 有給休暇

### Refreshed

February 28th, 2025 13:46

## General Requirements

### Career Level

Mid Career

### 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

An international biotechnology company is looking for an IB Finance Admin. The selected candidate will manage and track company assets, ensuring accurate updates in SAP and compliance with financial processes. This is a hybrid role.

### About the Company:

An international biotechnology organisation, this company produces a range of diagnostic solutions used by medical professionals across the globe. Headquartered in Europe, the company has a presence in over 100 countries.

### Keywords:

アカウントティング, ファイナンス, 経理, 財務, 会計, 求人, 外資系

Job Ref: FQZAQA

**Responsibilities:**

- Authorise and monitor movements of company instruments and update SAP records
- Ensure timely and accurate updates of the installed base in SAP
- Check maintenance contract coverage for all installed instruments
- Develop action plans to improve installed base performance and contract coverage
- Handle monthly closing operations for fixed assets, including disposals and depreciation
- Prepare and manage asset reports, including local, tax, and group reporting

**Requirements:**

- 2-5 years of experience as an accountant (asset accounting)
- Experience in SAP is a plus
- Proficient in MS Excel
- Possess valid Bookkeeping second-grade qualification
- Business level Japanese and English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.