



Finance and Administrative Manager

【北海道富良野】外資系ホテルでの募集です。労務・労政のご経験のある方は歓迎で...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

【北海道富良野】外資系ホテル

Job ID

1530724

Industry

Hotel

Company Type

International Company

Job Type

Permanent Full-time

Location

Hokkaido

Salary

6 million yen ~ 8 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】週休二日制

Refreshed

April 17th, 2025 02:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2238254】

■Job Description

We are looking for a hands on person as Finance Manager for an independent boutique hotel in Hokkaido Japan. In a small hotel environment you have more opportunity to expand your role and make an impact.

The position will initially be based on site in with some flexibility for remote working at a later stage can be considered.

Reporting directly to the General Manager he/she will be a key member of the hotel team who oversees the finance and administrative management of the Hotel operations .

The Finance Manager is accountable for maintaining proper bookkeeping and financial reporting according to JGAAP and Hotel Uniform System. He/she is also responsible in establishing operational controls and monitoring mechanism to minimise any operational risks for the Hotel and operating entity.

He/she is also responsible for the Administrative duties including overseeing the Human Resource Engineering IT and general affair tasks that are fundamental functions for the Hotel's back of house operations.

The Finance and Administrative Manager is the financial controller of the Hotel and as such is tasked with handling and managing the hotel budget cash management operational performance reporting accounting insurance tax payroll and other related matters for the Hotel. A hands on approach to the role is required including maintaining and control of the bank accounts FFE reserve provisions and cashflow of WACC.

In this exciting and challenging position the Finance and Administrative Manager will be required to make decisions in terms of financial cash management budgeting and cost control.

As Finance and Administrative Manager he/she is also responsible for providing timely and accurate reporting to support management team to achieve profitability and productivity. Also reporting in compliance with the parent company group reporting requirements.

Required Skills

■Skills and expertise

University degree in accounting finance economics business management real estate investment or any subject with a particularly strong focus on financial reporting and data analytics.

Minimum 5 years hotel experience working in a similar role in the areas of finance general affairs cost control accounting is mandatory

Highly competent with the JGAAP and Hotel Uniform System of accounts Japan tax laws and labour regulations

Company Description

ご紹介時にご案内いたします