



Finance Manager

English workplace in beautiful location

募集職種

採用企業名

ハロウインターナショナルスクール安比ジャパン

支社・支店

Harrow International School Appi, Japan

求人ID

1487002

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

岩手県, 八幡平市

給与

600万円 ~ 700万円

ボーナス

固定給+ボーナス

勤務時間

40 hours per week

休日・休暇

40 days per year (all leave including national holidays)

更新日

2024年07月24日 08:08

応募締切日

2024年08月12日

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

その他言語

中国語: 北京語 - 日常会話レベル

Chinese language would be useful but not a requirement.

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項**Accounting:**

1. Responsible for all the accounting vouchers collection, authenticity verification, and documentation; To ensure compliance with the internal control policies and the statutory reporting requirements of all financial transactions.
2. Responsible for processing payments, including employee reimbursements.
3. Tuition and other school fees billings and manage accounts receivables.
4. Preparation of financial reports on time; assisting in Financial analysis; budgeting.
5. Cooperate the school operation team with the inventory management and the fixed assets management.
6. Actively engage in various audit and reviews projects for statutory reporting and management reporting purposes.

Taxation:

1. Conduct statutory filing with regularity, assist the headquarters in tax planning at a broader level.
2. Liaison with the local authorities and the related local authorities in the effort of compliance
3. Assist the annual tax declarations in a timely manner.
4. Work closely with the HR/Payroll department to ensure staff taxation is dealt with smoothly and efficiently.

Treasury:

1. Conduct the bank account opening and be a liaison to the local banks.
2. Assist day-to-day fund management, including bank reconciliation and cash-position reporting, and initiate the cash flow forecast.
3. Ad hoc assignments as required by the Head of Finance or other member of the Senior Leadership Team.

スキル・資格

1. Bachelor's degree in Accounting, Finance or Financial Management preferred.
2. Three years of accounting or financial related working experience.
3. Strong data analysis skills.
4. Fluency in Japanese essential, with intermediate level English required.
5. Capable of handling multiple tasks in a fast-paced environment.
6. Designations such as CPA, CTA, CMA is an asset.

Benefits

- Heavily subsidised accommodation provided
- Annual bonus of up to one months' salary
- Winter sports equipment and lift passes provided
- Free use of resort facilities including onsen
- Free use of school facilities e.g. pool, gym etc
- Return shinkansen tickets to Tokyo
- Meals provided during term time

会社説明