



Assistant Accountant [international team]

Excellent company culture

募集職種

採用企業名

Weave Living Japan K.K.

求人ID

1499514

業種

デベロッパー・ハウスメーカー・建設

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 半数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

400万円 ~ 600万円

ボーナス

固定給+ボーナス

休日・休暇

20 paid Annual Leave

更新日

2024年11月15日 12:00

応募必要条件

職務経験

1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

日本語レベル

流暢

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Role: Assistant Accountant

Location: Based in Tokyo (Otemachi)

We are looking for a self-motivated team player to join our Finance Team, this role will be based in our Tokyo office.

Candidate with more experience would be considered as Accountant.

Responsibilities Include:

1. Maintain the company's books according to generally accepted accounting principles
2. Verify/reconcile all posted transactions on a monthly basis to maintain the integrity of the company's financial records
3. Assist in AR, AP and month-end closing
4. Collaborate with cross-functional teams, including Finance, Operations, and other departments, to gather necessary information for accurate accounting entries.
5. Prepare monthly financial reports, including income statements, balance sheets, and cash flow statements.
6. Assist in the preparation of annual budgets and forecasts, providing valuable insights based on reconciliations and financial data analysis.
7. Support audits from external auditors and local Tax and Statutory authorities as needed, ensuring compliance with tax and accounting standards by providing necessary documentation and support.
8. To assist the Finance Director in various projects/initiatives which may be assigned from time to time
9. Handle ad-hoc jobs as and when required

スキル・資格

Ideal candidates:

1. Finance and accounting knowledge
2. Bachelor's Degree in Accounting, Business Administration, Economics, Finance or equivalent is preferred
3. Ideally to have 1-3 years of experience in accounting
4. Japanese: Native level (for non-native: JLPT N1), English: Middle or business level (equivalent to TOEIC 750 and up)
5. Self-starter, cooperation with all cross functions
6. Good communication skills
7. Passionate, Open-Minded

Benefits:

- Excellent company culture with ability to work internationally.
- Competitive base compensation and bonus scheme
- International travel potential
- Top-tier medical care coverage
- Company-wide outings and retreats

About the Company:

Weave Living is Asia Pacific's leading integrated lifestyle rental apartment developer, owner, operator, and asset manager. Our beautifully designed and professionally managed living options include multifamily apartments, luxury serviced suites, and private studios in wholly owned buildings in prime city centre locations. We pride ourselves in bringing hassle-free city living experience to our residents delivering fantastic value. Our properties are home to global citizens who rave about our fully furnished, design-led living spaces, amazing, shared spaces, state-of-the-art technology, luxury amenities, unmatched service, and most importantly a vibrant community led by our very own brand ambassadors. Focus on sustainability, and creating positive social impact is at the heart of everything we do. We are a portfolio company of leading global private equity firm Warburg Pincus, and work with several marquee institutional investors as JV partners in our residential-for-rent asset management business. Our current AUM on a fully invested basis is c. USD 2 billion with over 1,500 units spread across APAC's key gateway cities. We are rapidly expanding in the region with Japan and Korea as key target markets, to complement our existing presence in Hong Kong and Singapore.

Interested parties please include a copy of your English CV! Thank you!

会社説明