



## Junior Accountant | 財務・経理（ファイナンシャル分析・レポートなど）

## 募集職種

## 採用企業名

ピコ・インターナショナル株式会社

## 求人ID

1515762

## 部署名

Office Administration

## 業種

その他（広告・PR・メディア）

## 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

## 給与

400万円 ~ 500万円

## 更新日

2025年04月04日 04:00

## 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（英語使用比率: 50%程度）

## 日本語レベル

ネイティブ

## 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

## PURPOSE OF THE JOB

Pico International Ltd is looking for a self-motivated, financially savvy and detailed Junior Accountant to be responsible for the financial analysis and finance operation of the agency.

The ideal candidate is to support our office staff to ensure we have a healthy financial situation at all times. You will be responsible for overall finance matters, and other administrative matters (such as HR / legal / subsidy) as well as creating management-level reports.

The successful candidate for this role should possess excellent communication skills and have prior experience in ERP systems, book-keeping and financial analysis. You will play a key role in supporting the agency through financial matters (eg. hedging / cashflow) to help the agency achieve the overall growth objectives.

#### **ROLE AND RESPONSIBILITIES**

- Perform financial analysis and reporting to management as needed
- Perform month-end accounting activities such as reconciliations and journal entries
- Coordinate and work with corporate finance teams (based in HK) to complete assigned accounting tasks within deadlines
- Use computerized accounting systems effectively
- Generate financial reports and statements to Managers for review
- Analyze financial discrepancies and recommend effective resolutions
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management
- Respond to accounting inquiries for management in a timely fashion
- Guide and nurture other accountants when needed
- Assist in budget preparation and expense management activities
- Assist in auditing activities by providing necessary information and preparing requested documentation
- Monitor and record financial transactions according to company policies and regulations
- Review and recommend changes to existing accounting procedures

---

#### **スキル・資格**

- At least 1+ years of experience effectively in finance
- Ability to work under pressure and meeting tight deadlines
- Good interpersonal skills, multi-task and ability to follow-up
- Must be fluent in spoken and written English
- Must have native level spoken and written proficiency in Japanese
- Candidate must have a valid working permit in Japan

#### **Functional Competencies**

- Self-starter with a hands-on approach
- Resilient with a dare-to-be-different mentality
- Innovative
- Problem-Solving
- Collaboration
- Business Acumen
- Brand Focus
- Global Perspective

---

#### **会社説明**