



Finance & Operations Officer | 経理・財務経験1～2年、日商簿記3級をお持ちの方歓迎

1869年に成立した英国発のインターナショナルスクール日本校 | 国際的なカルチャー

募集職種

採用企業名

マルバーンカレッジ東京

求人ID

1516624

業種

教育・学校

雇用形態

正社員

勤務地

その他東京, 小平市

給与

400万円～500万円

更新日

2025年02月06日 13:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル

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

Job Purpose

The Finance & Operations Officer supports the financial and operational functions of the College. He/She coordinates and assists with the day-to-day school office operations, providing administrative and organizational support.

Main Duties and Responsibilities

- Perform daily, monthly, quarterly and annual accounting and reporting functions;
- Handle day to day finance and accounts operations including fee collection, banking, and expenses reimbursement;
- Support budget monitoring and controls;
- Support the intercompany transactions and balances;
- Prepare timely monthly consolidated financial statements, in-house reports and reconciliations;
- Assist in accounting system implementation;
- Support the development and maintenance of internal control and effective accounting system and policies;
- Support preparing financial statements and interface with joint ventures partners, third party service providers and auditors;

- Support the procurement process by sourcing supplies, comparing prices, and restocking items as needed;
- Help maintain and organize asset inventor to ensure efficient record-keeping;
- Conduct research as required to support operational tasks or administrative projects.
- Organize and maintain files, both physical and digital, to ensure data is well-structured and easily accessible.
- Assist in ad hoc projects and other duties as assigned.

Key RelationshipsInternal

- Finance Manager
- Operations Manager
- MCHK-HQs Finance team
- MCT Administrative and Teaching staff

External

- Service suppliers/ providers;
- External auditors;
- Business partners

スキル・資格**Position Requirements**

- Degree/ Diploma in Finance or Accounting
- Minimum 2-3 years accounting experience with hands-on commercial exposure;
- Relevant experience in audit is advantageous
- Highly developed accounting, analytical and problem solving skills;
- Energetic with good interpersonal skills;
- Detail oriented, flexible, team player, able to meet deadlines and work under pressure;
- Responsible, self-motivated and independent

Additional Requirements

- Familiar with Japan accounting practice;
- Proficiency in MS Office applications including Excel and Word;
- Familiar with Sage300 preferred;
- Fluent in Spoken English and Japanese;
- Experience in international school environment preferred

会社説明