



Finance Manager

Work-life balance, friendly environment!

Job Information

Hiring Company

systemsGo Corporation

Job ID

1255733

Industry

IT Consulting

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Hourly Rate

Great work-life balance

Work Hours

Mon-Fri 9am-6pm

Holidays

Starts at 13 days/yr paid leave, increases each year until 22/yr

Refreshed

March 9th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

systemsGo is looking for a finance manager for its office in Tokyo. The position reports directly to the CFO in Australia and

also the COO in Shanghai.

systemsGo was established 25 year ago, focusing on IT Infrastructure consulting and maintenance company with offices in Tokyo, Osaka, Hong Kong, Shanghai, Beijing, Singapore, Sydney and New Delhi. Our experienced Delivery teams, our business model and our strong understanding of assisting foreign companies in Asia ensures satisfied clients, repeat business and a successfully growing business.

The successful applicant will have strong technical accounting skills, strong communication skills, good people management skills, and an enquiring mind to help us look for continual improvements in business systems, process and workflows.

The Finance manager will be responsible for the accuracy and integrity of the financial systems and financial information for the Japan entity, and timely entry of information into the general ledger for the entity. This includes but not limited to, managing day to day transaction processing, bank and other balance sheet reconciliations, payroll processing, day to day cashflow management, payment processing and approvals, internal controls and process improvement. They will also be responsible for forecasting (operational and cashflow), and compliance – liaising with local tax authorities, company secretary, and compliance Accountants to ensure the local entity stays compliant with tax laws and any other compliance requirements.

General Requirements/Details

- Bilingual – Must be fluent in Japanese and English
- CPA or Zeirishi preferred
- Japanese national or permission to work in Japan required
- Full-time
- Location is Tokyo (7 mins from Kamiyacho, Roppongi I-chome, Azabujuban stations)
- An accounting assistant will report to the Finance Manager
- Knowledge of OracleNetsuite is preferred but not essential

Job Description

- Oversee monthly invoice creation, GL entries, basic banking by accounting assistant
- Manage accounts receivables, accounts payable and cash flow forecasting
- Prepare financial statements based on Japanese regulations
- Monthly, quarterly and yearly closing using NetSuite
- Management reporting on business performance to various stakeholders
- Balance sheet account reconciliation and GL entries
- Working with our 3rd party providers, responsible for Tax and other compliance requirements for the entity.
- Other ad-hoc tasks

Required Skills

Required Skills

- Minimum of 5 years' experience in Accounting or Finance
- Advanced Excel skills
- Ability to work autonomously while being a good team player
- Able to work on multiple projects and meet deadlines
- Able to work in a fast-paced environment
- Ability to improve processes and procedures as may be required
- Ability to interact with employees, clients and vendors at a variety of levels
- Ability to work with and maintain sensitive, confidential information

About the company

- Capable and experienced accounting assistant to help you
- Opportunity to utilize your English skills
- Be part of a growing regional company
- Friendly open working environment
- Employee benefits
- Opportunities to promote one's career
- Be part of the senior management team for Japan and have input and influence in the capacity of finance manager for the direction of the company.

To apply, please send your resume to daria.tang@systemsgo.asia

Company Description

株式会社 システムズ ゴーは東京に本社を置くIT企業です。大阪、香港、上海、シンガポールに支社を拡大し、アジア各地にプロフェッショナルなITサービスを提供しています。また北京、ソウル、バンコク、クアラルンプール、ハノイ、台北などにもサービスを展開しています。

IT分野のインフラ整備、システムインテグレーション、プロジェクトマネジメント、コンサルティング、人材ソリューションなどを専門としており、他にはない最高レベルのサービスを提供しています。世界的なビジネスを展開する投資銀行や投資信託、製薬及びバイオテクノロジー企業、法律事務所、IT企業、貿易や製造系企業などの外資系企業が、わたしたちのク

ライアントです。

システムズ ゴーではキャリアアップや給与の見直し、国内外拠点への異動、福利厚生の充実など、従業員にあらゆる機会を提供し、より快適な職場環境への改善に努めています。

向上心が高く、わたしたちとともに最高のサービスを追求してくださる方からのご応募をお待ちしています。

systemsGo is a well-established and growing IT professional services company with offices in Tokyo, Hong Kong, Shanghai, Beijing, Singapore and also servicing clients in Seoul, Bangkok, Kuala Lumpur, Hanoi, Taipei and Hyderabad.

We provide many opportunities for career advancement, competitive salaries, excellent benefits and opportunities to travel and relocate to companies within our group. We are always seeking people with the same commitment to providing quality service, and an enthusiasm to learn and grow. We combine an enriching and satisfying employment environment with a culture of customer service excellence and an unwavering pursuit of quality through devoted adherence to process and continuous improvement.