



監査アシスタント【Excel、Wordを用いたPCでの実務経験者・業界未経験歓迎】

Job Information

Hiring Company

Forvis Mazars Japan Co., Ltd.

Subsidiary

Mazars 有限責任監査法人 / Mazars Audit LLC

Job ID

1392558

Division

監査

Industry

Audit, Tax Accounting

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

3 million yen ~ 4 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9 : 15 ~ 18 : 15 (12 : 00 ~ 14 : 00の間で1時間の休憩あり) 時間外労働あり

Holidays

週休二日制 (土日) / 祝日 / 法定有給休暇 / 年末年始休暇 / 試験休暇 / 育児・介護休暇

Refreshed

April 20th, 2026 00:00

General Requirements

Career Level

Entry Level

Minimum English Level

Basic

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

当社が作成した財務諸表が100%に達して正しく作成されているかをチェックする「監査」業務を担当していただく仕事です。

本社が作成した財務諸表がルールに基づき正しく作成されているかをチェックする「益具」業務をコアとする仕事です。Excelにデータを入力する作業が中心です。

客先への訪問はほとんどなく、必要に応じて在宅勤務、時短・時差出勤も可能な柔軟な職場環境です。

監査対象の多くは、SPV (Special Purpose Vehicle) と呼ばれる事業体で、投資対象として不動産や太陽光発電施設を保有しています。

仕事を通じて監査・会計・ファイナンスなどの専門性を身に付けることができます。

現在活躍中の監査アシスタントは全員業界未経験からスタートし、業務を通じて専門性を身に付けてほぼ一人で仕事を完結できるようになっています。

希望や能力に応じて、より専門的な職種へのステップアップも可能です。

Required Skills

必須条件

- 一般事務、アシスタント、経理職のいずれかの実務経験2年以上

尚可条件

- 簿記資格
- 日常会話レベルの英語力

Company Description

Mazars is an international audit, tax and advisory firm committed to helping our clients confidently build and grow their businesses.

We have come a long way since Robert Mazars set up his accountancy firm in Rouen, France in 1945. From these modest beginnings, Mazars has grown into an international group comprising over 40,000 professionals across more than 90 countries and territories, including 16,000 professionals through the Mazars North America Alliance.

Our unique integrated partnership spans all continents:

90+ countries and territories

40,000+ professionals worldwide

Mazars specialises in providing business services to a wide range of international companies doing business in Japan.

Mazars also play a key role in supporting many large Japanese companies that use Mazars services overseas, particularly in Europe and Asia. Whether a company is local or international, Mazars in Japan can be of assistance.

OUR SERVICES

●Audit & assurance

Independence and rigour that provides confidence and transparency for stakeholders and society.

●Consulting

In a complex and uncertain world, making important business decisions may seem like a intimidating task. Our Consulting services include post M&A support, Forensic & Investigation, Business Process support, Outsourced Internal Audit and Internal Control.

●Financial Advisory Services

Advisory Services includes IFRS Advisory, M&A advisory, Transaction Support, Preparation for listing in Japan / overseas

●Outsourcing

Running or growing a business is tough enough without the burden of administration, accounting and ever-changing legislation.

Tax Services

With presence in major economies of the world, we understand the complexities of tax in today's global economic climate.

Mazars Japan works closely with our offices in other countries in delivering professional services through multi-lingual teams experienced in both international and local requirements and regulations. Our Tax Advisory Services comprise Corporate Tax Compliance and Support,...

●International Desks

We provide specialist expertise to assist clients both foreign companies in their business in Japan and Japanese companies in their international growth strategies.

●Publications

You will find here surveys, studies, newsletters and other business-oriented documents published by Mazars.

●Financial services consulting

"A strategic partner to clients, leveraging expert insight and rigorous analytics to enhance competitiveness and transform businesses" - Justin Tan, Partner (Financial Services Consulting APAC)