



Accountant

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

Global Investment Firm

Job ID

1453204

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

December 3rd, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Cash flow management for asset management companies
- Annual settlement operations, support for preparation of statutory records and tax returns
- Journal instructions and payment operations for subcontractors
- Payment related business (*collection of monthly interest payments, payment instructions to trust banks)
- Checking securities registration statements and offering circulars related to capital increase
- Cash flow management of investment corporations

- Reporting to financial institutions
- Communication with Audit Firm
- Location: Yaesu

[REQUIREMENTS]

Mandatory:

- Practical experience in accounting-related work
- Person who has bookkeeping level 2 (or equivalent knowledge) or higher
- PC skill (Excel skill (function V-Lookup level or higher), Word)

Desirable:

- Compilation of financial statements at business companies, financial institutions, etc.
- Bookkeeping and preparation of financial statements at accounting firms and tax accountant offices
- Accounting and settlement of investment corporations
- Financial settlement and disclosure work at a listed company
- Loan-related work at a financial institution (assistant)
- Business English (mainly reading and writing)
- Experience with English financial statements is a plus

Company Description

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverages the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a

significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

- **Market Entry**

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.