



Accounting & Finance Reporting specialist

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

Global financial service provider

Job ID

1457497

Industry

Other (Banking and Financial Services)

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 21st, 2025 10:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Preparation of the monthly, quarterly and annual financial reporting and assist the preparation of consolidated financial statements under JGAAP.
- Working closely with the external auditors and IPO consultants to prepare the annual securities report in compliance with the requirements under Financial Instruments and Exchange Act (FIEA).
- Support J-SOX implementation
- Support grant reporting

- Support financial reporting of group companies under IFRS.
- Examining expense claims by vendors and employees
- Preparing journal entries, maintaining ledgers and reconciling accounts
- Invoicing and performing intercompany reconciliation.
- Managing remittance and related functions for all banking accounts
- Assisting tax filing and tax payment
- Cooperating with other departments to provide necessary information for project management, budget analysis etc.
- Other ad-hoc activities and tasks as assigned.

[REQUIREMENTS]

- Understand and agree with our vision, mission, goals, and values.
- Share and exemplify our Guiding Principles and high level of ethical behavior and trustworthiness.
- 5+ years of experience in accounting or financial reporting in compliance with JGAAP /IFRS preferred. The experience in an IPO preparation company or publicly listed company, and IFRS experience are plus.
- Being a Certified Public Accountant is a big plus. The Official Business Skills Test in Bookkeeping 2nd grade or above (日商簿記 2級以上) is a plus.
- Be passionate, aspirational, and highly motivated to commit to the goal achievement even in difficult situation.
- Strong interpersonal and communication skills
- Fluency in English and Japanese
- Proficiency in Microsoft Excel or Google Spreadsheet

Company Description