



ファイナンスマネージャー/FINANCE MANAGER【ビジネスレベル英語歓迎】

グローバルな環境でのファイナンス業務

Job Information

Hiring Company

GroupM Japan K.K.

Job ID

1466625

Division

GroupM

Industry

Advertising, PR

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shibuya-ku

Train Description

Yamanote Line, Ebisu Station

Salary

6 million yen ~ 12 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

May 10th, 2024 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This position manages accountants and reports to local Finance Director ("FD") / CFO and the regional finance team (collaboratively with local FD and CFO).

Tasks and responsibilities include (but are not limited to):

- Accounting and Reporting – Monthly, Quarterly, Semi-Annual and Annual
- Manage closing local books including journal entry review.
- Complete and submit group reporting packages.
- Perform variance analysis (current vs. prior month, quarter, year, etc.).
- Handle ad-hoc reporting as requested.
- Net Working Capital – Monthly and Day-to-Day
- Monitor overdue accounts (both billing and collection) and follow up in a timely manner in collaboration with client teams.
- Oversee treasury operations.
- ICFR (Internal Control over Financial Reporting) – Monthly, Quarterly, Semi-Annual and Annual
- Review the control activities performed by accountants and ensure the controls are operating effectively and documented in a satisfactory manner.
- Perform control activities assigned to Finance Manager / Senior Finance Manager and document the controls performed in a satisfactory manner.
- Tax – Annual and Transactional
- Work with the external tax firm for the preparation and filing of annual tax returns.
- Work with client teams and overseas counterparties to ensure the appropriate treatment of Japanese consumption tax, withholding tax, etc.
- Operations – Day-to-Day
- Support agency leaders in management of their client teams by handling their requests.
- Solve problems as they arise in consultation with local FD / CFO as deemed necessary.
- Handle ad-hoc requests / projects.
- Audit – Ad-hoc
- Handle company internal audits and client audits in coordination with local FD / CFO and client teams.
- Implement necessary solutions to close the issues raised by the auditors.

Required Skills

Qualifications:

- Bachelor's degree in Accounting/Finance
- 10+ years in Accounting/Finance with 5+ years in a managerial position
- Strong analytical, critical-thinking and problem-solving skills
- Excellent interpersonal and communication skills with the ability to convince and lead others
- Independent, well-organized and results-oriented
- Willing to “roll up your sleeves” and deep dive into details
- Able to work under pressure to meet tight deadlines
- Able to accept ambiguity and make decent judgment / decision under the circumstances
- Able to challenge the status quo, identify opportunities for improvement, and constructively propose and lead process changes as appropriate
- Able to effectively manage direct reports by coaching and training as necessary
- Japanese native with fluency in English (both written and oral)

Company Description