



Finance & Administrative Officer | 財務・事務 経験者歓迎

流暢レベル日本語（N2以上）の方歓迎します！

Job Information

Hiring Company

ScentAir Japan Limited

Job ID

1508333

Industry

Other

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

5.5 million yen ~ Negotiable, based on experience

Refreshed

May 11th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

As an Individual Contributor in our Tokyo office, you will actively engage with a small, dedicated sales team. This role emphasizes the importance of financial support activities, which are crucial for driving sustainable growth and enhancing our business performance in the competitive Japan market. Your efforts will contribute significantly to our overall success and stability.

KEY TASKS & RESPONSIBILITIES

- Prepare month-end and year-end financial closings for the Japan entity and consolidate financial reports accurately and in a timely manner.
- Continuously evaluate and improve accounting and financial reporting processes and procedures.

- Coordinate and complete the annual audit and company tax return with external auditors and the tax representative.
 - Work on accounts payable and accounts receivable functions, including processing payments, booking invoices, handling staff reimbursements, and performing inter-company reconciliations.
 - Work on banking activities, prepare online payments, verify incoming payments in the bank account against Accounts Receivable records, and record transactions in the ERP system.
 - Prepare monthly reports for management review.
 - Ensure compliance with both company reporting standards and local reporting requirements.
 - Maintain adequate internal controls to ensure they are in place and functioning properly.
 - Address company secretarial and legal matters in conjunction with external legal counsel.
 - Lead the Office Coordinator in performing general office administration and operations duties.
 - Support the Regional HR Team in performing basic HR duties locally.
 - Guide the Office Coordinator in executing general office administration and operational responsibilities.
 - Assist the Regional HR Team in conducting fundamental HR functions at the local level.
 - Maintain regular communication with the Regional Team in Hong Kong.
 - Handle ad-hoc assignments as required.
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Required Skills

SKILLS & QUALIFICATIONS

- Degree holder in Accounting or Finance is preferred
 - Accounting experience in international companies is preferred
 - Self-motivated, mature, well-organized, and details oriented
 - Able to work independently with minimal supervision
 - Experience in using ERP system is preferred
 - Proficient in MS Word, Excel and PowerPoint
 - Proficient in both verbal and written Japanese and English (If non-Native Japanese, JLPT N2 level and above is required)
 - Immediate available preferred
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Company Description