



## Senior Accountant | 財務/商業部門の会計、コントロール、プロセス、コンプライアンスをサポートする

### Job Information

**Hiring Company**
[GroupM Japan K.K.](#)
**Job ID**

1514854

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7.5 million yen ~ 9 million yen

**Refreshed**

July 10th, 2025 14:00

### General Requirements

**Minimum Experience Level**

Over 6 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

**Overview of job**

GroupM is the world's largest media investment company and are a part of WPP. In fact, we are responsible for one in every three ads you see globally. We are currently looking for a Senior Accountant to join us. In this role, you will be responsible for liaising with GroupM/Agency teams to oversee the day-to-day activities of the reporting function and ensure the company's finance is organized and compliant with contractual obligations.

At GroupM APAC, our people are our strength, which is why fostering a culture of diversity and inclusion is important to us.

**Reporting of the role**

This role reports to: Associate Finance Director - Commercial

**3 best things about the job:**

1. Opportunity to work for World Best Agencies under one roof
2. Multi facets roles, advisor, trusted partner, leader, listener, executor, etc
3. Fast pace, demanding, fun-loving and satisfying work environment

**In this role, your goals will be:**In three months:

- Be conversant with GroupM Divisions and Agencies
- Understand and familiarize Group policies, ICFR Controls and the system
- Oversee day-to-day commercial and operation activities

In six months:

- Good understanding of controls, processes, compliance and client/vendor contracts
- Assist Associate Finance Director – compliance control, and reporting processes

In 12 months:

- Closely working with the local and relevant regional teams for timely and accurate reporting and compliance with WPP policies
- Create own contract portfolios to solely review and create client/vendor contracts
- Actively participate in audits – financial, compliance and trading audits

**What your day job looks like at GroupM:**

- Support Finance/Commercial with daily activities in all operation aspects around accounting, controls, processes and compliance, etc
- Draft, negotiate and finalize commercial contracts. Participate in discussions and negotiation of commercial and contractual terms and conditions with Agencies/Trading Team
- Provide support to the Agencies in fee proposals; staffing plans, reconciliations and contractual matters (where appropriate);
- Ensure compliance of client and vendor contract and Revenue Recognition policies and guidelines
- Monthly, quarterly and yearly reporting to be carried out with high accuracy and timeliness and developing processes to ensure quality reporting
- Work with accountants/planners in financial and client audits
- Drive for continual process improvement, be proactive, thought provoking in supporting decision making
- Ad hoc special project and new business initiatives

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**Required Skills****What you'll bring:**

- Good interpersonal and communication skills
- Self-driven, forward looking, results-oriented with a positive and can-do attitude
- Flexibility and comfortable working in a fast pace matrix reporting environment

**Minimum qualifications:**

- Good oral and written Japanese / English communication skills
- At least 5 years' experience in finance/accounting area
- Proficient in MS office, particularly in Excel
- Experiences in media industry are plus

**More about GroupM**

GroupM leads and shapes media markets by delivering performance enhancing media products and services, powered by data and technology. Our global network agencies and businesses enable our people to work collaboratively across borders with the best in class, providing them the opportunity- to accelerate their progress and development. We are not limited by teams or geographies; our scale and diverse range of clients lets us be more adventurous with our business and talent. We give our talent the space, support and tools to innovate and grow. Discover more about GroupM at [www.groupm.com](http://www.groupm.com) Follow @GroupMAPAC on Twitter Follow GroupM on LinkedIn - <https://www.linkedin.com/company/groupm>

GroupM is an equal opportunity employer. We view everyone as an individual and we understand that inclusion is more than just diversity – it's about belonging. We celebrate the fact that everyone is unique and that's what makes us so good at what we do. We pride ourselves on being a company that embraces difference and truly represents the global clients we work with.

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**Company Description**