Finance Officer｜経理・財務経験1～2年、日商簿記3級をお持ちの方歓迎

1869年に成立した英国発のインターナショナルスクール日本校｜国際的なカルチャー

Job Information

Hiring Company
Malvern College Tokyo

Job ID
1516624

Industry
Education

Job Type
Permanent Full-time

Location
Tokyo - Other Areas, Kodaira-shi

Salary
4 million yen ~ 5 million yen

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Job Purpose
The Finance Officer support the finance operations and spearhead the liaison with third parties.

Main Duties and Responsibilities

- Perform daily, monthly, quarterly and annual accounting and reporting functions;
- Handle day to day finance and accounts operations including fee collection, banking, expenses reimbursement and procurement activities;
- Support budget monitoring and controls;
- Support the intercompany transactions and balances;
- Prepare timely monthly consolidated financial statements, in-house reports and reconciliations;
- Assist in accounting system implementation;
- Support the development and maintenance of internal control and effective accounting system and policies;
- Support preparing financial statements and interface with joint ventures partners, third party service providers and auditors;

- Assist in ad hoc projects and other duties as assigned;
- Other tasks as instructed by management to support the school's operation.

Key Relationships

Internal

・Finance Manager
・MCHK-HQs Finance team
・MCT Administrative and Teaching staff

External

・Service suppliers/ providers;
・External auditors;
・Business partners

Required Skills

Position Requirements

- Degree/ Diploma in Finance or Accounting
- Minimum 1-2 years accounting experience with hands-on commercial exposure;
- Relevant experience in audit is advantageous
- Energetic with good interpersonal skills;
- Detail oriented, flexible, team player, able to meet deadlines and work under pressure;
- Responsible, self-motivated and independent

Additional Requirements

- Familiar with Japan accounting practice;
- Proficiency in MS Office applications including Excel and Word;
- Fluent in Spoken English and Japanese;
- Experience in international school environment preferred

Company Description