



Head of Accounting & Finance

Job Information

Recruiter

iWill Capital G.K.

Hiring Company

Global tech consultancy in IT, aerospace, automotive & telecom.

Job ID

1533661

Industry

Other (IT, Internet, Gaming)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

11 million yen ~ Negotiable, based on experience

Refreshed

July 11th, 2025 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

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

Our client, a rapidly growing organization with a strong presence in Japan, is seeking an experienced and driven Finance Manager to lead their Accounting and Tax function. This is a strategic role for a finance professional who thrives in dynamic environments and is capable of building robust internal structures to support continued business expansion.

In the short to mid-term, the successful candidate will focus on strengthening the internal Finance team, optimizing operational workflows, and implementing effective financial controls. Looking ahead, the role will take ownership of in-sourcing the full accounting function and spearheading the implementation of an ERP system.

Position Overview

Reporting Line: Local Senior Management & Global Finance Team
Team Structure:

- Direct Reports: 1 Accountant, 1 Junior Financial Analyst
- Indirect Oversight: 1 Administrative Clerk
- External Partner: Coordination with outsourced accounting firm

Key Responsibilities

Finance Operations

- Oversee contract management, client invoicing, and receivables
- Ensure efficient billing and collection processes

Accounting & Tax

- Ensure accurate and compliant Japanese GAAP reporting
- Review and validate key inputs for bookkeeping
- Oversee revenue recognition and accruals (bonuses, vacation pay, bad debt, etc.)
- Supervise and confirm work performed by the external accounting provider
- Review tax calculations and filings executed by outsourced partners

Controlling & Internal Processes

- Monitor project gross margins and general administrative costs
- Develop and implement internal financial controls, policies, and procedures

Management Reporting

- Prepare periodic and ad-hoc management reports
- Deliver insightful margin and P&L analyses by business unit
- Partner with business leaders to support data-driven decisions

Group Reporting

- Lead IFRS-based reporting to headquarters
- Prepare financial statements including P&L, Balance Sheet, and Cash Flow
- Drive annual budgeting and forecasting processes

Additional Responsibilities

- Maintain relationships with auditors, tax authorities, and financial institutions
- Support integration of newly acquired entities, including financial systems and KPI tracking
- Provide ad-hoc support to local leadership and global finance stakeholders

Ideal Candidate Profile

- Proven experience in accounting and finance leadership within a multinational or fast-scaling environment
- Strong knowledge of Japanese GAAP and IFRS
- Hands-on experience with ERP implementation is a plus
- Strategic mindset with a proactive, solutions-oriented approach
- Excellent interpersonal and communication skills, with the ability to influence cross-functional teams

Required Skills

- Dynamic and proven leader with a track record of building, developing, and managing high-performing finance teams in fast-growing organizations
 - Bachelor's degree or higher in Finance or Accounting; CPA or ACCA qualification preferred
 - 5–8 years of professional experience in Finance
 - Ideally includes 2–3 years in an international audit firm
 - At least 3 years as a Finance Manager within a multinational company in Japan
 - Industry experience in services, IT consulting, or software is a plus (not mandatory)
 - Strong expertise in Japanese tax law and accounting practices
 - Deep knowledge of international accounting standards (IFRS or US GAAP)
 - Experience working with European or US headquarters
 - Familiarity with Japanese ERP systems; experience in ERP implementation and in-sourcing of accounting functions is highly desirable
 - Detail-oriented and numerically strong, with the ability to think analytically and see the bigger picture
 - Excellent communication skills, with the ability to convey complex financial concepts to both finance and non-finance stakeholders
 - Collaborative team player with strong interpersonal skills and a customer service mindset—treating internal colleagues as clients
 - Proficiency in Microsoft Office tools, especially advanced Excel skills
 - Fluent in English and Japanese (both written and spoken)
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Company Description