

経理スタッフ(バイオ医薬品 × グローバル × 上場企業)/ Accounting Staff <u>▲ Exclusive job</u>

"決算だけじゃない"—挑戦と成長のある経理キャリアを。

Job Information

Recruiter

Advisory Group K.K.

**Hiring Company** 

Global bio-pharmaceutical company

Job ID

1545599

Industry

Pharmaceutical

**Company Type** 

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

December 10th, 2025 07:00

General Requirements

**Minimum Experience Level** 

Over 1 year

**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

経理スタッフ (バイオ医薬品 x グローバル x 上場企業)

"決算だけじゃない"—挑戦と成長のある経理キャリアを。

【企業概要】

東京本社のグローバルバイオ医薬品企業。東証グロース市場に上場し、日本・米国・中国に拠点を展開。 医薬品・医療機器の開発・販売を行い、中国市場では高いシェアを持つ製品も。

革新的な創薬技術 (例:標的タンパク質分解技術) への投資も積極的で、**研究開発と収益性のバランスが取れた経営**が特長です。

社風は国際的で、柔軟かつ実力主義の風土が根付いています。

## 【業務内容】

以下のような**経理業務全般**をご担当いただきます:

- 四半期および年次の連結決算業務
- 月次・四半期の社内向け報告資料の作成
- 子会社の予実管理(月次)
- 開示資料作成 (決算短信、四半期報告書、有価証券報告書 など)

#### 【雇用条件】

- 雇用形態:正社員(期間の定めなし)
- 年収:500万円~700万円(経験・スキルに応じて決定)
- 試用期間:3か月
- 固定残業代:月40時間分を含む(超過分は別途支給)

## 【勤務時間・場所】

- 勤務時間:平日9:00~17:30(実働7.5時間/休憩1時間)
  ※上長承認により勤務時間調整可
- 勤務地:東京都中央区日本橋本町(原則出社/在宅可)
- 転勤なし

## 【休日・休暇】

- 完全週休2日制(土日)
- 祝日、夏季休暇、年末年始休暇
- 年間休日120日以上
- 有給休暇、慶弔休暇 ほか

#### 【福利厚生】

- 社会保険完備(雇用・労災・健康・厚生年金)
- 健康診断費用補助
- 従業員持株会制度
- 提携ラウンジ利用(勤務地周辺)

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#### **Accounting Staff**

Grow your accounting career in a listed global bio-pharmaceutical company.

This is a Tokyo-headquartered bio-pharmaceutical company listed on the Tokyo Stock Exchange (Growth Market) with offices in Japan, the US, and China.

The company is engaged in the **development and sales of pharmaceuticals and medical devices**, with particularly strong market presence in China.

It actively invests in cutting-edge technologies such as **targeted protein degradation**, and has established a solid balance between R&D and profitability. The working culture is global, flexible, and performance-driven.

## **Job Description**

You will be responsible for a wide range of accounting duties, including:

- · Consolidated financial closing on a quarterly and yearly basis
- Preparation of monthly and quarterly internal reporting materials
- Monthly budget vs. actual analysis for subsidiaries
- Drafting of disclosure documents such as earnings reports, quarterly reports, and annual securities reports

### **Employment Conditions**

- Full-time, permanent employee (no fixed term)
- Annual salary: ¥5,000,000 ¥7,000,000 (based on skills and experience)
- . Trial period: 3 months
- Includes 40 hours/month of fixed overtime (excess paid separately)

### **Working Hours & Location**

- Weekdays: 9:00 17:30 (7.5 hours/day, 1-hour break)
- Flexible hours upon manager's approval
- Office: Nihonbashi-Honcho, Chuo-ku, Tokyo
- No relocation required
- · Remote work available depending on situation

## Holidays & Leave

- Full 5-day workweek (Monday-Friday)
- National holidays, summer vacation, year-end/New Year holidays
- Over 120 annual holidays
- Paid leave, bereavement leave, and more

#### Benefits

- Full social insurance coverage
- · Annual health check-up subsidy
- Employee stock ownership plan
- · Access to partner lounge near the office

# Required Skills

## 【応募資格】

## 必須条件:

- 大卒以上
- 日商簿記2級
- 英語中級レベル(メール読み書き・日常会話)
- 経理業務経験2~10年程度(決算経験含む)

#### 歓迎条件:

- IFRS (国際会計基準) の知識・経験
- プロネクサスの使用経験
- DIVAの使用経験
- 管理会計の知識
- 中国語スキル

## 【求める人物像】

- 新しいことに意欲的に挑戦できる方
- チームワークを大切にし、協力して業務に取り組める方
- 幅広い業務に柔軟に対応できる方
- 決算期などの繁忙期でも、前向きに取り組める方

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## Requirements

## Must-Haves:

- Bachelor's degree or higher
- Japanese Bookkeeping Certification (Nissho Boki Level 2)
- Intermediate English skills (able to read/write emails and handle basic conversations)
- 2-10 years of experience in accounting or financial closing

## Nice-to-Haves:

- Knowledge/experience of IFRS (International Financial Reporting Standards)
- Experience with PRONEXUS
- Experience with **DIVA**
- Management accounting knowledge
- · Chinese language skills

# Ideal Candidate Profile

- Willing to take on new challenges
- Strong sense of **teamwork** and collaboration
- Able to adapt flexibly to a wide range of tasks
- Maintains a **positive attitude** during busy seasons such as closing periods

Company Description