



Finance/Administrative Assistant

Job Information

Hiring Company

[International Tropical Timber Organization \(ITTO\)](#)

Job ID

1552764

Industry

Other

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Nishi-ku

Train Description

Minatomirai Line Station

Salary

Negotiable, based on experience

Refreshed

July 31st, 2025 00:00

General Requirements

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

Finance/Administrative Assistant

The vacant position is as below:

Level(Grade):GS4

Duty Station:

YOKOHAMA, JAPAN

Date of Entry on Duty:

1 December 2025

Duration of Assignment:

FIXED TERM: ONE YEAR (RENEWABLE)

DUTIES AND RESPONSIBILITIES

Under the direction of the Director of the Division of Operations and direct supervision of the Finance/Administrative Officer, assist in:

- Maintaining ledgers and financial files, reconciliation of accounts, assisting in closing books;
- Preparation of financial and project analysis reports for management, member countries and donors;
- Preparation of the annual external audit, internal audit and project audits;
- Assisting in the management, maintenance and improvement of ITTO's financial/administrative systems;
- Assisting in the administration of personnel/human resource matters ;
- Supporting the Sessions of the Council and Associated Sessions of the Committees; and
- Performing any other duties as may be assigned from time to time.

SALARY

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

Required Skills**QUALIFICATIONS AND EXPERIENCE**

- Be a national of an ITTO Member Country;
- Suitable university degree;
- More than two years of relevant professional experience, preferably in finance/administration and/or accounting.
- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese.

APPLICATION

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to vacancy@itto.int no later than 31 August 2025.

Please note that only applicants who are short-listed will be contacted.

Company Description