



Corporate Accountant

Job Information

Hiring Company

Travel and Leisure Japan Limited

Subsidiary

Travel and Leisure Japan LTD

Job ID

1556460

Division

Account

Industry

Hotel

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

5 million yen ~ 7 million yen

Refreshed

February 2nd, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

POSITION REPORTS TO:

Finance Controller, Japan

POSITIONS REPORTING TO THIS POSITION:

Not applicable

KEY RELATIONSHIPS:

Asia Pacific Finance Team

Asia Financial Planning & Analysis

Travel + Leisure Global Support Services (Philippines), Inc.

Japan based Business Teams and Regional Asia Team

Asia Pacific Consumer Finance

External and Internal Auditor, and Tax advisors

Banking Partners

Asia Managed Hotels Financial Controllers

Owners of Managed Hotels

Travel + Leisure Global Corporate Functions

PRIMARY OBJECTIVES:

To actively contribute to the company vision of making holiday dreams come true by ensuring timely and accurate financial reporting and taxation compliance through ensuring robust processes for financial accountability and reconciliation processes.

PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)

- Reporting to the US Parent entity under USGAAP for entity in Japan.
- Statutory Reporting in Japan (including permanent establishment), including preparation of Financial Statements and management of external audits.
- Responsible for producing accurate financial ledgers while meeting strict US Head Office reporting deadlines.
- Ensuring tight Balance Sheet control and absolute accuracy and integrity.
- Ensuring a strong internal controls focus across the team.
- Responsible for supporting in the owners presentations for the managed hotels.
- Assisting with technical accounting reviews, position papers and correct treatment of new revenue streams, property acquisitions and non-routine transactions.
- Meeting taxation requirements for Japan, including corporate income tax, JCT and WHT compliance, transfer pricing, taxation business support and research.
- Support US Corporate taxation deliverables.
- Liaise with IT teams to implement business system enhancements.
- With Finance Controller update, maintain policies and procedures when new procedures and processes are implemented.
- Review of current and new processes, systems, and procedures to remove waste, reduce cost, improve quality and delight our customers.
- Share best practices within and across the business segments.
- Adhere to all policies and procedures relating to Workplace Health and Safety ensuring the safety of yourself and all other people who may be effected by your conduct in the workplace
- Display CARE to all internal and external parties.
- Display innovation through inspiring, creating and improving processes and products.
- Show integrity in all aspects of the position by doing the right thing, taking responsibility and delivering on the promise.
- Display leadership values by ensuring effective communication and respecting your peers and managers. Support others within the team and empower each other wherever possible.

Required Skills

- Accounting Degree or Equivalent
- Certified Public Accountant or equivalent
- Experience in Hotels/Hospitality would be advantageous

- Experience in both a public accounting and commercial environment would be advantageous.
- Experience in a multinational reporting entity or listed environment
- Experience in Statutory Reporting and Income Tax Compliance
- Exposure/experience to USGAAP accounting is advantageous
- Excellent communication and interpersonal skills
- Ability to work autonomously in a fast paced environment
- Strong analytical skills

Company Description