

WYNDHAM
• DESTINATIONS

Finance Director - Japan

Job Information

Hiring Company[Travel and Leisure Japan Limited](#)**Job ID**

1556844

Industry

Hotel

Company Type

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

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Hanzomon Line, Kudanshita Station

Salary

13 million yen ~ 15 million yen

Refreshed

September 9th, 2025 01:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

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

POSITION REPORTS TO:

Vice President Operations, Japan

Vice President Finance Asia (Dotted line)

POSITIONS REPORTING TO THIS POSITION :

Management Hotel Accountants (direct)

Club Resort Accountants (direct)

Tokyo Corporate Office Finance team (direct)

KEY RELATIONSHIPS:

Asia Pacific Finance Team

Asia Financial Planning & Analysis

Travel + Leisure Global Support Services (Philippines), Inc

Japan based Business Teams

External and Internal Auditor, and Tax advisors Banking Partners

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.
- Responsible managing Financial Controllers across managed hotels including providing guidance.
- Responsible for supporting in the owners' presentations for the managed hotels.
- Ensuring strong internal controls focus across the team.
- 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, VAT and WHT compliance, transfer pricing, taxation business support and research.
- Support US Corporate taxation deliverables.
- Oversee country level accounting standards, forecasting, budgeting, and financial reporting functions.
- Ensure accurate and timely preparation of monthly, quarterly, and annual financial reports.
- Manage capital expenditure, working capital, and cash flow requirements for all operating hotels and Tokyo corporate office.
- Implement and maintain robust internal controls across all hotels and financial operations.
- Lead and develop a high performing finance team at both property and corporate level.
- Act as the main financial liaison for owners and investment partners.
- Liaise with IT teams to implement business system enhancements.
- Work with VP Finance update and 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 affected 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**KEY POSITION CRITERIA:**

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