【Shin-Yokohama】Finance Executive | Singapore headquarters

Leading disaster recovery service

Job Information

Hiring Company
Recovery Pro

Job ID
1558088

Division
Finance Department

Industry
Other

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

Non-Japanese Ratio
(Almost) All Japanese

Job Type
Permanent Full-time

Location
Kanagawa Prefecture, Yokohama-shi Kohoku-ku

Train Description
Yokohama Line, Shin Yokohama Station

Salary
6 million yen ~ 8 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 5th, 2025 13:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【Job Description & Position Highlights】

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The Finance Executive has the responsibility to ensure efficient and good control of the financial transactions in the respective country level which shall not limit to involvement in processing month-end closing, yearly forecast, annual budgeting and participate in year-end audit. Experience with a full set of accounts would be a pre-requirement.

The individual is expected to perform beyond accounting and administrative support function to gain wider spectrum of work experiences and knowledge with potential opportunity for future seniority role consideration.

【General Tasks】
Bookeeping of customer and vendor invoices, expense claims, project expenses, jounal vouchers and prepare bank reconciliation

- Intercompany billings and reconcile with other subsidiaries
- Prepare monthly profit and loss variance analysis
- Posting of time sheets, inventory cost to general ledger, preparation of WIP report
- Prepare balance sheet scheduel and reconcile the sub-ledger to control accounts
- Liaison tax, corporate secrtarial and audit matters
- Maintenance of employee personal records
- Preparation of ad-hoc reports as required by management and Asia HQ

＜**Finance/Accounting**＞

- Accurate bookkeeping, monthly closing, and financial reporting.
- Budget variance analysis and assessment of rolling forecasts.
- Adherence to finance SOPs and compliance with accounting policies.
- Prepare balance sheet schedules and reconcile the sub-ledger to control accounts.
- Monthly, yearly, balance sheet reconciliation
- Inventory management
- Fixed asset management
- Project cost management

＜**Financial Planning and Reporting**＞

- Process monthly closing, quarterly forecast, yearly budget, and year-end audit.
- Prepare monthly profit and loss variance analysis.
- Liaise with tax, corporate secretarial, and audit matters.

＜**Cash Flow Management and Payments**＞

- Ensure payment to vendors / affiliates.
- Confirm the status of payment from customer.
- Weekly, monthly, yearly cash flow forecast.

＜**Intercompany and Supplier Management**＞

Handle intercompany billings and reconcile with other subsidiaries.

＜**Admin & Support**＞

- General administration and digitalization project involvement.
- Ad-hoc duties as assigned.

【Reports to:】
Regional Controller/Country Manager/Senior Finance Manager/Finance Manager.

【Direct Subordinates】
Not Applicable.

【Bonus:】

Aside from above annual salary, annual bonus may be paid depending on the company's and individual's perfromance (FY 2025: 15% of annual salary)

Required Skills

【Essential Requirements】

- University Degree/Diploma in Accountancy, Finance or equivalent.
- Minimum 5 years of relevant working experience.
- Hands-on experience with Microsoft Business Central Accounting software is advantageous.
- Familiar or hands-on with ERP system and other accounting software.
- Good knowledge of accounting, costing, taxation, and company secretariat work.
- Excellent communication skills (written and spoken).
- Meticulous, well-organized, detailed and very consistent with reporting.
- Good problem-solving skills, ability to make sound decisions & judgement based on pre-defined criteria and proactive to seek guidance where needed.
- Ability to prioritize tasks and adjust when required to ensure timely delivery of results.

- Build positive relationships with colleagues and external parties who are directly/indirectly involved in your function work.
- Ensure high-level of confidentiality and sensitivity pertaining to records and financial figures.

【Welcome Requirements】

- Progressive accounting qualification would be additional advantage.
- Highly proficient with MS Office Suite.

Company Description