



Junior Accountant / ジュニア経理担当

Hong Kong-listed global firm/Flex-time

Job Information

Hiring Company

Pico Global Services Ltd.

Job ID

1565763

Industry

Other (Advertising, PR, Media)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

4 million yen ~ 5 million yen

Work Hours

9:00–18:00 (Full flextime, no core hours)

Holidays

Weekends, national holidays, paid leave, year-end & New Year

Refreshed

December 10th, 2025 00:00

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

«Job Description & Position Highlights»

- Accounting position handling a wide range of daily to closing tasks including payment processing, accounts payable management, and monthly closing
- Opportunity to strengthen financial skills through hands-on experience in a multinational environment at the Japanese subsidiary of a global corporation

- Potential for future advancement to Senior Accountant or Finance Manager roles, offering clear career growth prospects
- Flexible working environment supported by full flex-time and remote work systems

【Job Responsibilities】

Pico Group is a Hong Kong-listed global organization with offices in 36 cities worldwide.

Pico Japan supports multinational and domestic clients in exhibitions, brand activation, retail and digital solutions.

- Handle accounts payable and vendor payments
- Manage intercompany transactions and reconciliations
- Support treasury, cash management
- Prepare monthly closing and financial statements
- Maintain accurate financial records (full set)
- Support annual audit and tax filings
- Assist GM with ad-hoc tasks

<Career Path>

Possible growth to Senior Accountant / Finance Manager

【Employment Type】

Full-time, permanent

【Salary】

JPY 4,000,000–5,000,000

*Bonus: company scheme, historically ~2 months (near fixed but not guaranteed)

【Working Hours】

9:00–18:00 (Full flextime, no core hours)

【Work Location】

Nihonbashi, Tokyo (onsite)

*Telework system exists, but this position is office-based

【Holidays & Leave】

- Weekends, national holidays
- paid leave
- year-end & New Year holidays

【Benefits & Welfare】

- Transportation allowance
- Social insurance coverage

Required Skills**【Requirements】**

- Bachelor's degree in Accounting/Finance
- 2–3 years accounting experience (AP/GL/closing)
- Business-level English & business-level or native Japanese
- Strong Excel skills (Pivot, VLOOKUP)
- ERP or accounting system experience plus
- Detail-oriented, proactive, responsible

Company Description